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CITY OF COLUMBUS, OHIO  
MUNICIPAL CIVIL SERVICE COMMISSION  
REGULAR MEETING  
July 31, 2017  
Agenda

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12:30 P.M.

1. RE: Review and approval of the Minutes from the June 26, 2017 regular meeting.
2. RE: Pre-Hearing Conference Reviews – None Submitted.
3. RE: Rule Revisions – None Submitted
4. RE: Receipt of Rationale and Supporting Documentation from the Columbus City Schools for the Layoff of a Classified Civil Service Employee effective August 15, 2017.
5. RE: Review and approval of the trial board report and recommendation of the appeal of Gregory Fountain vs. Columbus City Schools from the action of Columbus City Schools discharging him from the position of Food Service Helper (Appeal No. 17-BA-0002)
6. RE: Personnel Actions for Columbus City Schools – None Submitted.
7. RE: Request of the Civil Service Commission staff, on behalf of Columbus City Schools, to create the specification for the classification Workers' Compensation Coordinator, assign a probationary period of 365 days, and designate the exam type as competitive.
8. RE: Request of the Civil Service Commission staff, on behalf of Columbus City Schools, to revise the specification for the classification Personnel Administrative Coordinator and change the probationary period to 365 days (Job Code 5760).
9. RE: Request of the Civil Service Commission staff to approve the specification review for the classification Wastewater Pretreatment Specialist with no revisions (Job Code 3316).
10. RE: Request of the Civil Service Commission staff to approve the specification review for the classification Wastewater Pretreatment Technician II with no revisions (Job Code 1861).

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CITY OF COLUMBUS, OHIO  
MUNICIPAL CIVIL SERVICE COMMISSION  
REGULAR MEETING  
July 31, 2017  
Agenda

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12:30 P.M.

11. RE: Request of the Civil Service Commission staff to approve the specification review for the classification Water Supply and Treatment Coordinator with no revisions (Job Code 1165).
12. RE: Request of the Civil Service Commission staff to approve the specification review for the classification Plant Maintenance Electrician II with no revisions (Job Code 3800).
13. RE: Request of the Civil Service Commission staff to approve the specification review for the classification Plant Maintenance Electrician I with no revisions (Job Code 3799).
14. RE: Request of the Civil Service Commission staff to approve the specification review for the classification Parks Development Associate with no revisions (Job Code 1206).
15. RE: Request of the Civil Service Commission staff to approve the specification review for the classification Water Division Administrator with no revisions (Job Code 0146).
16. RE: Request of the Civil Service Commission staff to revise the specification for the classification Street Cleaning and Maintenance Supervisor (Job Code 3989).
17. RE: Request of the Civil Service Commission staff to revise the specification for the classification Building Maintenance Electrician (Job Code 3486).
18. RE: Request of the Civil Service Commission staff to revise the specification for the classification Wastewater Pretreatment Analyst (Job Code 1862).
19. RE: Request of the Civil Service Commission staff to revise the specification for the classification Wastewater Pretreatment Technician (Job Code 1860).
20. RE: Request of the Civil Service Commission staff to revise the specification for the classification Project Manager, retitle it to read Technology Project Manager, and amend Rule XI accordingly (Job Code 0070).
21. RE: Request of the Civil Service Commission staff to revise the specification for the classification Senior Project Manager, retitle it to read Senior Technology Project Manager, and amend Rule XI accordingly (Job Code 0071).

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CITY OF COLUMBUS, OHIO  
MUNICIPAL CIVIL SERVICE COMMISSION  
REGULAR MEETING  
July 31, 2017  
Agenda

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12:30 P.M.

- 22. RE: Request of the Civil Service Commission staff to revise the specification for the classification Enterprise Architect (Job Code 0565).
- 23. RE: Request of the Civil Service Commission staff to revise the specification for the classification Public Health Peer Advocate (Job Code 1755).
- 24. RE: Request of the Civil Service Commission staff to revise the specification for the classification Prequalification Manager (Job Code 0791).
- 25. RE: Request of the Civil Service Commission staff to revise the specification for the classification Active Living Institute Administrator (Job Code 0760).
- 26. RE: Request of the Civil Service Commission staff to revise the specification for the classification Public Health Assistant Commissioner (Nursing) (Job Code 0265).
- 27. RE: Request of the Civil Service Commission staff to revise the specification for the classification Water Division Assistant Administrator (Job Code 0149).
- 28. RE: Personnel Actions for City of Columbus – None Submitted.
- 29. RE: Residency Hearing Reviews- None Submitted.
- 30. RE: Background Removals.
- 31. RE: Other Administrative/Jurisdictional Reviews

1:30 P.M.

- 32. RE: No Disciplinary Hearing or Trial Board.

**PRE-HEARING  
CONFERENCE REVIEWS:**

***None Submitted***

# **RULE REVISIONS:**

***None Submitted***

## Notice of Pending Layoff of Civil Service Personnel to the Civil Service Commission

Pursuant to Ohio Revised Code 124.321 and Columbus Municipal Civil Service Commission Rule 12 (C) (1), you are hereby notified that the Columbus City Schools must reduce the number of employees by the classifications and numbers listed below.

The reason for the layoff is lack of work as a result of a reorganization and job abolishment. Specifically:

- The reorganization in of the Human Resources Office is necessary for the efficient operation of the District.
- The elimination of a redundant position is need to allow for complete staffing in the Employment & Staffing unit.

The effective date of the planned layoff is August 15, 2017. The layoff process will be initiated with the number of positions in the classes listed below:

<u>Classification</u>	<u>FTE</u>
Personnel Information Systems Coordinator	1.00
<b>Total FTE</b>	<b>1.00</b>

The layoff will be implemented pursuant to the amended Layoff Rule approved by the Commission on May 18, 2011. In order for layoffs and subsequent resulting displacements to move forward, the Columbus City Schools plans to begin the notification process immediately.

6/28/2017  
Date



Signature, Senior Executive Administrator  
Human Resources, Columbus City Schools  
(Board Designated Appointing Authority)

## **RATIONALE**

For the 2016-2017 school year, Columbus City Schools employed two individuals in the position of Personnel Information Systems Coordinator. The Human Resources Office is in the process of transforming its systems and needs to align its resources to match the next challenges in the transformation. As such, the Senior Executive has determined to reorganize the office to ensure adequate management and staffing for our core function, certificated hiring. This is essential since we will be transitioning our annual transfer process to a new electronic platform beginning next year. Accordingly, one Personnel Information Systems Coordinator position is no longer necessary and as a result of the reorganization is being abolished for lack of work.

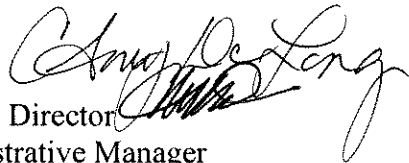


**PERSONNEL ACTIONS  
FOR COLUMBUS CITY  
SCHOOLS:**

***None Submitted***



MEMORANDUM

To: Commissioners:  
Grady L. Pettigrew, Jr., President  
Stefanie L. Coe, Member  
Delena Edwards, Member

From: C. Amy DeLong, Executive Director   
Michael W. Eccard, Deputy Executive Director   
Tamira M. Rollins, Personnel Administrative Manager 

Date: July 13, 2017

Subject: Request of the Civil Service Commission staff, on behalf of Columbus City Schools, to create the specification for the classification Workers' Compensation Coordinator, assign a probationary period of 365 days, and designate the exam type as noncompetitive.

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ANALYSIS AND RECOMMENDATION

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Columbus City Schools requested the creation of a Workers' Compensation Coordinator classification to coordinate workers' compensation matters for the District. In many locations, workers' compensation and employee benefits are often combined and employees are cross-trained to do both. While this possibility of revising the current Employee Benefits Coordinator was discussed at length, it was strongly believed by District representatives that the knowledge base needed to perform these new duties is very different than what is included within the Employee Benefits Coordinator classification, which was written to be more customer service oriented and is heavily focused on benefits enrollment. Further, it is the intention of the District that the responsibilities associated with employee benefits and workers' compensation will remain uniquely separate. Another significant concern raised by the District and contributing to their desire for a new classification was that the funding source is new and considered to be potentially unreliable. For all of these reasons and concerns, it is requested that the creation of a Workers' Compensation Coordinator classification be approved as proposed.

By **DEFINITION**, the proposed Workers' Compensation Coordinator is responsible for "coordinating a workers' compensation program for Columbus City Schools (CCS) employees."



Some proposed **EXAMPLES OF WORK** expected to be performed would include:

- Coordinates the day-to-day management of a workers' compensation program as directed;
- Completes all accident/incident investigations and ensures that all workplace incidents are properly investigated and documented according to OSHA, BWC, and CCS guidelines;
- Communicates with all parties after accident investigation to determine claim certification status;
- Works with Managed Care Organization to verify return-to-work status, accident location, or alternative duty options.

The proposed **MINIMUM QUALIFICATIONS** would require a bachelor's degree and five (5) years of experience administering workers' compensation programming, processing insurance claims, or another closely related field. A substitution is proposed that would allow a master's degree to substitute for one (1) year of the required experience. It is further proposed that additional years of experience be allowed to substitute for the educational requirement on a year-for-year basis. The **KNOWLEDGE, SKILLS, AND ABILITIES** section was developed to be consistent with the skill sets required for successful performance as a Workers' Compensation Coordinator.

It is recommended that the **Probationary Period** be 365 days, which is most indicative of the learning time associated with the job.

It is also recommended that the **Examination** type be designated as noncompetitive. The proposed designation is based on the proposed Minimum Qualifications being significant with regards to education and experience and, additionally, the experience required is specific to workers compensation. The proposed Minimum Qualifications are intended to yield a potentially smaller and higher skilled applicant pool that would negate the need for competitive testing.

Furthermore, it is recommended that the **Job Family/Group** be *Administrative Professional/Employee Benefits* and the **EEO Category** be 399.

The proposed changes conform to Civil Service Commission policy guidelines regarding Minimum Qualifications and language. It is, therefore, requested that the creation of the

Workers' Compensation Coordinator  
July 13, 2017  
Page Three

classification Workers' Compensation Coordinator be approved as proposed.

Contacts:

Mary Ann Baum, Manager, Employee Benefits, Columbus City Schools

Barbara Gates McGrath, Senior Executive Administrator, Columbus City Schools

Mira R. Wright, Director, Human Resources Administration, Columbus City Schools

CAD/MWE/TMR:mm:S:\Columbus City Schools\CCS Current Projects\CCS CLASSIFICATION REPORTS\CCS Arworkers Comp Coord TMR  
CREATE.Docx  
File reference: Create

Attachment

**(Proposed Specification)**

**WORKERS' COMPENSATION COORDINATOR**

**DEFINITION**

Under general supervision, is responsible for coordinating a workers' compensation program for Columbus City Schools (CCS) employees; performs related duties as required.

**EXAMPLES OF WORK** (Any one position may not include all of the duties listed, nor do the examples cover all of the duties that may be performed.)

Coordinates the day-to-day management of a workers' compensation program as directed;

Completes all accident/incident investigations and ensures that all workplace incidents are properly investigated and documented according to OSHA, BWC, and CCS guidelines;

Communicates with all parties after accident investigation to determine claim certification status;

Works with Managed Care Organization to verify return-to-work status, accident location, or alternative duty options;

Assists with the coordination of the Transitional Work Program;

Addresses workplace safety concerns and works with appropriate parties to promote safe workplace practices;

Tracks, documents, and evaluates claim data to identify injury trends and control costs in partnership with MCO, TPA, and BWC;

Records all injury data in Munis and OHM;

Coordinates and manages workers' compensation leave and maintains communication with employees as needed;

Compiles injury report data for OSHA reporting;

Attends quarterly CCS Safety Committee meetings;

Develops, maintains, and communicates statistical records, summaries, and reports to department and division employees in conjunction with OSHA reporting; utilizes data to guide decision making;

Designs and presents safety training and opportunities for staff as directed.

**MINIMUM QUALIFICATIONS**

Possession of a bachelor's degree and five (5) years of experience administering workers' compensation programming, processing insurance claims, or another closely related field.

Substitution(s): A master's degree may substitute for one (1) year of the required experience.

Additional years of experience may be substituted for the educational requirement on a year-for-year basis.

**KNOWLEDGE, SKILLS, AND ABILITIES**

Considerable knowledge of workers' compensation insurance programs; considerable knowledge of laws and regulations governing workers' compensation; general knowledge of health and safety programs; some knowledge of medical terminology; ability to communicate effectively both orally and in writing; ability to work productively with all levels of District staff; ability to make presentations; ability to investigate, research, and evaluate statistical or summary information regarding workers' compensation plans; ability to problem solve; ability to operate a computer and related software; ability to analyze and develop plans of action to address various issues and concerns; ability to interpret and determine the validity of workers' compensation claims; ability to maintain confidentiality; ability to prioritize multiple tasks and meet deadlines.

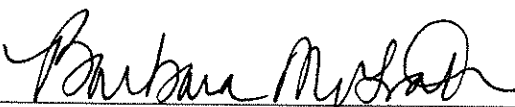
Probationary Period: 365 Days  
Examination: Noncompetitive

Job Family/Group: Administrative Professional/Employee Benefits  
EEO Job Category: 399

Class established:  
Current spec:  
Commission action taken: **Create**  
Last reviewed:

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Compensation is subject to change.


Compensation Plan: **Pending**  
Salary: **Pending**  
FLSA: **Pending**

  
\_\_\_\_\_  
Appointing Authority

7/24/17  
\_\_\_\_\_  
Date

## MEMORANDUM

To: Commissioners:  
Grady L. Pettigrew, Jr., President  
Stefanie L. Coe, Member  
Delena Edwards, Member

From: C. Amy DeLong, Executive Director   
Michael W. Eccard, Deputy Executive Director  
Tamira M. Rollins, Personnel Administrative Manager *TRM*

Date: July 13, 2017

Subject: Request of the Civil Service Commission staff, on behalf of Columbus City Schools, to revise the specification for the classification Personnel Administrative Coordinator and change the probationary period to 365 days (Job Code 5760).

### ANALYSIS AND RECOMMENDATION

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Columbus City Schools requested the specification for Personnel Administrative Coordinator (Job Code 5760) be revised in preparation for recruiting for and filling a current vacancy. A review of the specification revealed that the current Minimum Qualifications would need revised and the Examples of Work section could be modified to be more representative of the work currently or expected to be performed. It is this review that prompted the request from Columbus City Schools to initiate a formal review of the class specification. Personnel Administrative Coordinator was created in March, 2001 and was last reviewed in May, 2008. Typically there have been two positions allocated to this classification, one assigned to the Classified Personnel Section and the other to the Certificated Personnel Section. This classification serves as the first level supervisor in their respective sections.

By **DEFINITION**, the proposed Personnel Administrative Coordinator is responsible for “supervising the day-to-day-personnel activities of the Classified or Certificated Personnel Sections of the Human Resources Office.” The proposed Definition statement was revised to more accurately state the reason or purpose that this classification exists. The **EXAMPLES OF WORK** section was revised to provide better description of the work performed and to delete those duties that are no longer performed.



Some of the proposed or revised **EXAMPLES OF WORK** include:

- Coordinates work assignments for the Personnel Assistants, Personnel Aides, and others in either the Classified Personnel or Certificated Personnel sections;
- Performs annual and probationary evaluations of assigned staff;
- Acts as the system administrator for NEOGOV;
- Acts as the system administrator for TeacherMatch.

As a first-line supervisory classification, the current **MINIMUM QUALIFICATIONS** were particularly troubling because it required supervisory experience that served to eliminate any of the current employees working under this classification if they did not have supervisory experience prior to being hired by Columbus City Schools. The proposed Minimum Qualifications would require, "Possession of a bachelor's degree and five (5) years of experience performing professional level human resources work in the public sector." And, "Possession of a valid motor vehicle's operator's license."

There are no proposed changes to the **KNOWLEDGE, SKILLS, AND ABILITIES** section, the **Probationary Period**, or the **Examination** type.

It is further proposed that the **Job Family/Group** remains assigned to the *Administrative Professional/Human Resources* and the **EEO Category** remain 499.

The proposed changes conform to Civil Service Commission policy guidelines regarding Minimum Qualifications and language. It is, therefore, requested that the revision to the classification Personnel Administrative Coordinator be approved as proposed.

Contact:

Barbara Gates McGrath, Senior Executive Human Resources Administrator, Columbus City Schools

(Proposed Revised Specification)

PERSONNEL ADMINISTRATIVE COORDINATOR

**DEFINITION**

Under direction, is responsible for ~~coordinating~~**supervising** the day-to-day-personnel ~~activities~~**work-flow** of the Classified or Certificated Personnel Sections of the Human Resources ~~Office~~**Department**; performs related duties as required.

**EXAMPLES OF WORK**

Coordinates work assignments for the Personnel Assistants, Personnel Aides, and ~~others~~**secretaries** in either the Classified Personnel or Certificated Personnel sections;

Reviews and approves all personnel actions as completed and discusses any problems with the appropriate administrative and supervisory personnel;

~~Keeps accurate records to insure completion of monthly and annual reports;~~

Performs annual and probationary evaluations of ~~assigned~~**the clerical and paraprofessional staff in the Department**;

Answers questions from staff, employees, applicants, and administrators regarding Civil Service Rules and Regulations, ~~the~~ Ohio Revised Code, and the appropriate employee contract or agreement;

Corresponds with applicants, employees, staff, and administrators by letter, email, and fax;

~~Attends meetings, writes up problem-solving solutions for supervisor review;~~

Analyzes office functions to determine the best procedures to follow to process and distribute personnel information to applicants, employees, and administrators;

~~Creates forms to be used by staff to make work-flow properly.~~

*In Classified Personnel:*

~~Coordinates the~~**Supervises** the ~~Classified Personnel Section's~~ Civil Service certification and scheduling of eligibles to be interviewed; and attends interviews if necessary;

**Acts as the system administrator for NEOGOV;**

Coordinates the ~~Classified Personnel Section's~~ Civil Service recording of **applicant** records of ~~applicants~~ on eligible lists, maintenance of certification history, eligible addresses, and score information;

Coordinates ~~secretarial~~ work to **be accomplished such as maintaining** up-to-date employee records, accurate processing of ~~BCI/FBI~~**Bureau of Criminal Identification and Investigation** and fingerprinting records, ~~recording of employee sick leaves and leaves of absence,~~ and recording of applications filed;

Conducts orientation sessions for new ~~Civil Service and Instructional Assistant~~ employees.

*In Certificated Personnel:*

Coordinates the ~~Certificated Personnel Section's~~ contract processing by determining contract lengths, ~~overseeing printing and distribution of the contracts,~~ creating salary schedules, and boarding of contracts;



Acts as the system administrator for ~~TeacherMatch~~the Human Resources database and personnel programs;

~~Extracts data from various sources to be used in the department's programs;~~

Coordinates the annual ~~Certificated Personnel Section's~~ teacher reduction, reallocation, reassignment, and transfer process (211Process);.

~~Coordinates the Certificated Personnel section's workforce time keeping system (Kronos) with Information Support Services personnel and the school district's departments and divisions.~~

### MINIMUM QUALIFICATIONS

~~Any combination of training and experience equivalent to~~Possession of a bachelor's degree in personnel administration, personnel management or related field, and five (5) years of experience **performing professional level human resources work in the public sector**in coordinating the workflow in a public personnel office including two (2) years of supervisory experience over subordinate clerical workers.

Possession of a valid motor vehicle's operator's license.

### KNOWLEDGE, SKILLS, AND ABILITIES

Thorough knowledge of Civil Service Rules and Regulations, ~~the~~ Ohio Revised Code, and the Columbus ~~City~~**Public** Schools employee contracts and agreements; considerable knowledge of word processing, file management, spreadsheet software, as well as various personnel software programs; considerable knowledge of the processes involved in the workflow of a personnel office in a public jurisdiction; ability to analyze and prepare work schedules for a subordinate staff; ability to supervise a staff of clerical and paraprofessional personnel employees; ability to gather, analyze, interpret data, and arrive at sound and objective conclusions; ability to train and instruct others; ability to compose clear and concise correspondence and reports; ability to establish and maintain effective working relationships with employees, applicants, eligibles, administrators, as well as public officials and the general public; ability to meet deadlines and achieve project goals; ability to identify and resolve problems; ability to manage multiple projects simultaneously; ability to interpret and explain Federal and State laws, Civil Service rules, **and** employee contracts and agreements.

Probationary Period: ~~365~~**270** Days  
Examination: Noncompetitive

Job Family/Group: Administrative Professional/Human Resources  
EEO Job Category: 499

Class established: 03-26-01  
Current spec: ~~05-19-08~~  
Commission action taken: **Revise**  
Last reviewed: ~~05-19-08~~

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Compensation is subject to change.

Compensation Plan: CSCSA  
Salary: Range 13  
FLSA: Nonexempt (overtime eligible)  
Previous Job Code: 9223

## PERSONNEL ADMINISTRATIVE COORDINATOR

### **DEFINITION**

Under direction, is responsible for coordinating the day-to-day-personnel work flow of the Classified or Certificated Personnel Sections of the Human Resources Department; performs related duties as required.

### **EXAMPLES OF WORK**

Coordinates work assignments for the Personnel Assistants, Personnel Aides and secretaries in either the Classified Personnel or Certificated Personnel Section;

Reviews and approves all personnel actions as completed and discusses any problems with the appropriate administrative and supervisory personnel;

Keeps accurate records to insure completion of monthly and annual reports;

Performs annual and probationary evaluations of the clerical and paraprofessional staff in the Department;

Answers questions from staff, employees, applicants, and administrators regarding Civil Service Rules and Regulations, Ohio Revised Code, and the appropriate employee contract or agreement;

Corresponds with applicants, employees, staff and administrators by letter, email, and fax;

Attends meetings, writes up problem solving solutions for supervisor review;

Analyzes office functions to determine the best procedures to follow to process and distribute personnel information to applicants, employees and administrators;

Creates forms to be used by staff to make work flow properly.

#### *In Classified Personnel:*

Supervises the Classified Personnel Section's Civil Service certification and scheduling of eligible to be interviewed, and attends interviews if necessary;

Coordinates the Classified Personnel Section's Civil Service recording of records of applicants on eligible lists, maintenance of certification history, eligible addresses, and score information;

Coordinates secretarial work to accomplish up-to-date employee records, accurate processing of Bureau of Criminal Identification and Investigation and fingerprinting records, recording of employee sick leaves and leaves of absence and recording of applications filed;

Conducts orientation sessions for new Civil Service and Instructional Assistant employees.

#### *In Certificated Personnel:*

Coordinates the Certificated Personnel Section's contract processing by determining contract lengths, overseeing printing and distribution of the contracts, creating salary schedules, and boarding of contracts;

Acts as the system administrator for the Human Resources database and personnel programs;

Extracts data from various sources to be used in the department's programs;

Coordinates the annual Certificated Personnel Section's teacher reduction, reallocation, reassignment, and transfer process (211Process);

Coordinates the Certificated Personnel section's workforce time keeping system (Kronos) with Information Support Services personnel and the school district's departments and divisions.

### **MINIMUM QUALIFICATIONS**

Any combination of training and experience equivalent to possession of a bachelor's degree in personnel administration, personnel management or related field, and five (5) years of experience in coordinating the workflow in a public personnel office including two (2) years of supervisory experience over subordinate clerical workers.

Possession of a valid motor vehicle's operator's license.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

Thorough knowledge of Civil Service Rules and Regulations, Ohio Revised Code and the Columbus Public Schools employee contracts and agreements; considerable knowledge of word processing, file management, spreadsheet software as well as various personnel software programs; considerable knowledge of the processes involved in the workflow of a personnel office in a public jurisdiction; ability to analyze and prepare work schedules for a subordinate staff; ability to supervise a staff of clerical and paraprofessional personnel employees; ability to gather, analyze, interpret data, and arrive at sound and objective conclusions; ability to train and instruct others; ability to compose clear and concise correspondence and reports; ability to establish and maintain effective working relationships with employees, applicants, eligibles, administrators as well as public officials and the general public; ability to meet deadlines and achieve project goals; ability to identify and resolve problems; ability to manage multiple projects simultaneously; ability to interpret and explain Federal and State laws, Civil Service rules, employee contracts and agreements.

Probationary Period: 270 Days  
Examination: Noncompetitive

Job Family/Group: Administrative Professional/Human Resources  
EEO Job Category: 499

Class established: 03-26-01  
Current spec: 05-19-08  
Commission action taken: Revise  
Last reviewed: 05-19-08

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Compensation is subject to change.

Compensation Plan: CSCSA  
Salary: Range 13  
FLSA: Nonexempt (overtime eligible)  
Previous Job Code: 9223

**(Proposed Revised Specification)**

**PERSONNEL ADMINISTRATIVE COORDINATOR**

**DEFINITION**

Under direction, is responsible for supervising the day-to-day-personnel activities of the Classified or Certificated Personnel Sections of the Human Resources Office; performs related duties as required.

**EXAMPLES OF WORK**

Coordinates work assignments for the Personnel Assistants, Personnel Aides, and others in either the Classified Personnel or Certificated Personnel sections;

Reviews and approves all personnel actions as completed and discusses any problems with the appropriate administrative and supervisory personnel;

Performs annual and probationary evaluations of assigned staff;

Answers questions from staff, employees, applicants, and administrators regarding Civil Service Rules and Regulations, the Ohio Revised Code, and the appropriate employee contract or agreement;

Corresponds with applicants, employees, staff, and administrators by letter, email, and fax;

Analyzes office functions to determine the best procedures to follow to process and distribute personnel information to applicants, employees, and administrators;

*In Classified Personnel:*

Coordinates the Civil Service certification and scheduling of eligibles to be interviewed, and attends interviews if necessary;

Acts as the system administrator for NEOGOV;

Coordinates the Civil Service recording of applicant records on eligible lists, maintenance of certification history, eligible addresses, and score information;

Coordinates work to be accomplished such as maintaining up-to-date employee records, accurate processing of BCI/FBI fingerprinting records, and recording of applications filed;

Conducts orientation sessions for new employees.

*In Certificated Personnel:*

Coordinates the contract processing by determining contract lengths, creating salary schedules, and boarding of contracts;

Acts as the system administrator for TeacherMatch;

Coordinates the annual teacher reduction, reallocation, reassignment, and transfer process (211Process).

**MINIMUM QUALIFICATIONS**

Possession of a bachelor's degree and five (5) years of experience performing professional level human resources work in the public sector.

Possession of a valid motor vehicle's operator's license.

**KNOWLEDGE, SKILLS, AND ABILITIES**

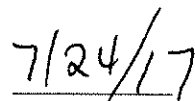
Thorough knowledge of Civil Service Rules and Regulations, the Ohio Revised Code, and the Columbus City Schools employee contracts and agreements; considerable knowledge of word processing, file management, spreadsheet software, as well as various personnel software programs; considerable knowledge of the processes involved in the workflow of a personnel office in a public jurisdiction; ability to analyze and prepare work schedules for a subordinate staff; ability to supervise a staff of clerical and paraprofessional personnel employees; ability to gather, analyze, interpret data, and arrive at sound and objective conclusions; ability to train and instruct others; ability to compose clear and concise correspondence and reports; ability to establish and maintain effective working relationships with employees, applicants, eligibles, administrators, as well as public officials and the general public; ability to meet deadlines and achieve project goals; ability to identify and resolve problems; ability to manage multiple projects simultaneously; ability to interpret and explain Federal and State laws, Civil Service rules, and employee contracts and agreements.

Probationary Period:	365 Days
Examination:	Noncompetitive
Job Family/Group:	Administrative Professional/Human Resources
EEO Job Category:	499
Class established:	03-26-01
Current spec:	<del>05-19-08</del>
Commission action taken:	<b>Revise</b>
Last reviewed:	<del>05-19-08</del>

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Compensation is subject to change.

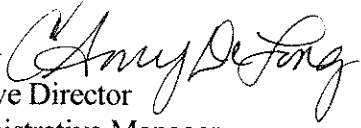

Compensation Plan:	CSCSA
Salary:	Range 13
FLSA:	Nonexempt (overtime eligible)
Previous Job Code:	9223

  
\_\_\_\_\_  
Appointing Authority

  
\_\_\_\_\_  
Date

MEMORANDUM

To: Commissioners:  
Grady L. Pettigrew, Jr., President  
Stefanie L. Coe, Member  
Delena Edwards, Member

From: C. Amy DeLong, Executive Director   
Michael W. Eccard, Deputy Executive Director  
Tamira M. Rollins, Personnel Administrative Manager  


Date: July 10, 2017

Subject: Request of the Civil Service Commission staff to approve the specification review for the classification Wastewater Pretreatment Specialist with no revisions (Job Code 3316).

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ANALYSIS AND RECOMMENDATION

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Civil Service Commission staff request that the review of the specification for the classification Wastewater Pretreatment Specialist (Job Code 3316) be approved with no revisions. This classification was scheduled for review in response to the Commission's objective to review all classifications at least once every five years. Wastewater Pretreatment Specialist was last revised in December, 2013. There are currently three employees serving in this classification, all of whom are located in the Department of Public Utilities. While questionnaires were sent to each employee, none were returned. Therefore based upon staff's review of the specification and information received from the manager, no proposed revisions are requested at this time. It is, therefore, recommended that the classification specification be approved with no changes.

*Questionnaires sent to current but not returned by:*  
Richard Blackmore, Michael Merz, and David Rounds

Contact:  
Jeff Bertacchi, Pretreatment Program Manager, Sewerage and Drainage, Public Utilities

CAD/TMR/MWE:mm:S:\Classification\_Plan\Current Projects\Classification Reports\AR3316 TMR Rnc.Docx  
File reference: Review/no change

Attachment



**WASTEWATER PRETREATMENT SPECIALIST**

**DEFINITION**

Under direction, is responsible for serving as a technical specialist regarding wastewater pretreatment regulations and programs; performs related duties as required.

**EXAMPLES OF WORK** (Any one position may not include all of the duties listed, nor do the examples cover all of the duties that may be performed.)

Inspects commercial, industrial, and residential facilities to determine appropriate sewerage service charges in accordance with City ordinances;

Reviews accounts of industrial facilities to ensure the appropriate industrial user classification is assigned and related charges are assessed;

Conducts industrial audits and inspections to ensure conformance with the City's Municipal Separate Storm Sewer System (MS4) National Pollutant Discharge Elimination System (NPDES) permit and Industrial Pretreatment Regulations/Wastewater NPDES permit;

Provides technical support in accordance with MS4 NPDES permit and Wastewater NPDES permit monitoring requirements; initiates and conducts discharge sampling and enforcement activities;

Oversees the trucked waste disposal site to ensure waste haulers are properly disposing of hauled wastewater in accordance with authorization;

Inspects auxiliary metering systems, pits, existing plumbing, and backflow prevention devices for compliance to division regulations;

Investigates water leaks for potential sewer adjustments;

Works with company representative and customer service office to resolve sewer billing adjustments at permitted industrial facilities;

Prepares recommendations for manager's approval to increase or decrease charges for permitted facilities in order to recover costs associated with treatment of industrial wastewaters;

Advises building owners or managers where auxiliary meters should be located or ways to correct meter malfunctions;

Inspects underground storage tank remediation sites for compliance with state and local laws regarding suitable discharge points to the sanitary sewer system;

## Job Code 3316

Completes records and logs regarding daily activities; prepares written reports as necessary;

May collect samples of industrial wastewater and stormwater discharges in conjunction with special projects or investigations to be analyzed at surveillance laboratory.

### **MINIMUM QUALIFICATIONS**

Three (3) years of experience reading, utilizing, inspecting, installing or repairing utility related meters or devices, wastewater operations, wastewater pretreatment monitoring, or solid waste activities.

Possession of a valid motor vehicle operator's license.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

Considerable knowledge and understanding of sewer/stormwater systems and pretreatment processes; general knowledge of local, state and federal environmental regulations; general knowledge of work hazards and safety measures; general knowledge of principles and practices of basic plumbing procedures; general knowledge of mechanics of utility meters; some knowledge of manufacturing processes; some knowledge of hydraulics, cooling towers, boilers, and chillers; ability to operate a personal computer and related software; ability to read and comprehend drawings, blueprints, technical manuals and City ordinances; ability to read meters; ability to calculate percentages, volumes and areas; ability to communicate orally with customers; ability to write descriptive sentences; ability to climb in and out of manholes; ability to exert twenty (20) pounds of force.

Probationary Period:	365 Days
Examination:	Competitive
Job Family/Group:	Labor and Maintenance/Utility Consumer Services
EEO/DOJ Job Category:	Technician
Class established:	04-08-63
Current spec:	12-16-13
Commission action taken:	Merge/Revise/Retitle (Environ. Prog. Spec. [0768] into Sewer Charge Insp.) Revise/Retitle (Sewerage Charge Investigator 8/29/05)
Last reviewed:	12-16-13

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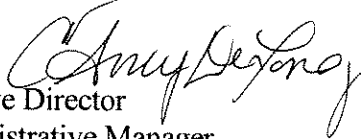

The following is provided for informational purposes only. Compensation is subject to change through the Labor Relations Office of the Human Resources Department.

Compensation Plan:	AFSCME
Salary:	Range 24 - 29
FLSA:	Nonexempt (overtime eligible)



MEMORANDUM

To: Commissioners:  
Grady L. Pettigrew, Jr., President  
Stefanie L. Coe, Member  
Delena Edwards, Member

From: C. Amy DeLong, Executive Director   
Michael W. Eccard, Deputy Executive Director  
Tamira M. Rollins, Personnel Administrative Manager 

Date: July 10, 2017

Subject: Request of the Civil Service Commission staff to approve the specification review for the classification Wastewater Pretreatment Technician II with no revisions (Job Code 1861).

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ANALYSIS AND RECOMMENDATION

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Civil Service Commission staff request that the specification for the classification Wastewater Pretreatment Technician II (Job Code 1861) be approved with no revisions. In December, 2013 a moratorium was imposed on this classification. There are currently two incumbents serving in this classification, both of whom were sent questionnaires that were not returned. It is, therefore, recommended that this classification specification be approved with no revisions at this time and, when vacated, the classification will be recommended for abolishment.

*Questionnaires sent to current but not returned by:*  
Aaron Greer and Jason Morrow

Contact:  
Jeff Bertacchi, Pretreatment Program Manager, Sewerage and Drainage Division, Public Utilities

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**(Proposed Review/no change Specification)**

**WASTEWATER PRETREATMENT TECHNICIAN II**

**DEFINITION**

Under direction, is responsible for leading and participating in the collection of samples and flow measurements of industrial wastewater within the sewer system in accordance with local, state, and federal regulations; performs related duties as required.

**EXAMPLES OF WORK** (Any one position may not include all of the duties listed, nor do the examples cover all of the duties that may be performed.)

Trains, assigns and reviews work of other employees involved in the collection of sewer system samples and flow measurements;

Installs and maintains wastewater sampling and flow measurement equipment in confined spaces and other locations in the sewer system;

Performs field tests and flow measurement assessments using field testing equipment such as velocity meter, pH meter, and dissolved oxygen meter;

Compiles data obtained from the field and enters data into a computer and prepares reports;

Reads water meters to determine sewage flow;

Inspects flow meters and connections for defects, damage and/or unauthorized connections; communicates concerns to industrial users;

Calibrates equipment and performs other maintenance and minor repairs on sampling and flow measurement equipment;

Programs equipment to collect samples at appropriate intervals; maintains sampling and service records;

Drives to sample collection locations, picking up and delivering samples to laboratory; maintains chain-of-custody; preserves and stores samples for analysis;

Ensures that all work is conducted in accordance with applicable safety and environmental regulations and guidelines;

May testify in judicial proceedings or enforcement hearings regarding City sampling techniques and protocol;

May supervise a small crew of employees to include conducting performance reviews, initiating disciplinary action, and approving leave requests;

May enter confined spaces.

**MINIMUM QUALIFICATIONS**

One (1) year of experience as a Wastewater Pretreatment Technician I with the City of Columbus or comparable experience.

Possession of a valid motor vehicle operator's license.

**KNOWLEDGE, SKILLS, AND ABILITIES**

Considerable knowledge of field data and sample collection, preservation, and custody requirements in accordance with procedures in 40 CFR part 136 and City sampling protocol so as to be admissible in enforcement proceedings; general knowledge of the Clean Water Act, Columbus City Code as it relates to wastewater and industrial discharge, and other applicable local, state, and federal guidelines; general knowledge of confined space entry and the recognition and remedy of the hazards associated with such work; ability to follow all division safety policies and procedures; ability to use a computer and relevant software applications; ability to perform arithmetic calculations involving fractions, decimals and percentages; ability to understand algebraic equations; ability to calculate velocities, volumes and areas; ability to read diagrams and meters; ability to write descriptive sentences; ability to communicate orally with others; ability to climb into and out of a manhole; ability to work at depths of up to eighty (80) feet and heights of up to thirty (30) feet; ability to exert one hundred (100) pounds of force; ability to work in confined spaces and utilize personal protective equipment during the performance of duties for up to four (4) hours; ability to read and comprehend technical manuals, collective bargaining agreements, city policies and procedures; ability to identify and distinguish colors and odors; ability to read maps, atlases, and construction drawings; ability to develop and maintain effective working relationships with others.

Probationary Period:	365 Days
Examination:	Competitive
Job Family/Group:	Labor and Maintenance/Utility Consumer Services
EEO/DOJ Job Category:	Technician
Class established:	07-24-79
Current spec:	02-25-05
Commission action taken:	<b>Review/no change</b> Moratorium (12/16/13) Revise/Retitle (Wastewater Surveillance Technician II 2/25/05)
Last reviewed:	<del>12-16-13</del>

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The following is provided for informational purposes only. Compensation is subject to change through the Labor Relations Office of the Human Resources Department.

Compensation Plan:	CWA
Salary:	Grade 54
FLSA:	Nonexempt (overtime eligible)

MEMORANDUM

To: Commissioners:  
Grady L. Pettigrew, Jr., President  
Stefanie L. Coe, Member  
Delena Edwards, Member

From: C. Amy DeLong, Executive Director *C. Amy DeLong*  
Tammy Rollins, Personnel Administrative Manager *Tammy Rollins*  
Carol Lagemann, Personnel Analyst II *CBL*

Date: July 12, 2017

Subject: Request of the Civil Service Commission staff to approve the specification review for the classification Water Supply and Treatment Coordinator with no revisions (Job Code 1165).

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ANALYSIS AND RECOMMENDATION

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The review of the specification for the classification Water Supply and Treatment Coordinator (Job Code 1165) is part of the Civil Service Commission's effort to review all classifications every five years. Water Supply and Treatment Coordinator was last reviewed in October, 2012. This classification has one incumbent in the Department of Public Utilities, Water Division. After review of the specification and communication with the incumbent, there are no proposed changes to the class specification at this time.

Contact:  
Matt Steele, Water Supply and Treatment Coordinator, Water Division, Department of Public Utilities

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File reference: Review/no change

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**(Proposed Review/no change Specification)**

**WATER SUPPLY AND TREATMENT COORDINATOR**

**DEFINITION**

Under general direction, is responsible for directing the operation and maintenance of several municipal water treatment and supply facilities and watershed programs; performs related duties as required.

**EXAMPLES OF WORK** (Any one position may not include all of the duties listed, nor do the examples cover all of the duties that may be performed.)

Plans, oversees and recommends policies, procedures, and improvements governing the operation and maintenance of several municipal water supply and treatment facilities;

Directs and reviews the activities of subordinate managers by means of staff conferences, written directives, and the review of reports;

Directs and assists in the preparation of studies and reports; directs and participates in the design, plant layout, and selection of equipment for water supply and treatment facilities;

Directs and participates in the modification or expansion of existing facilities and reviews engineering plans and specifications;

Directs and assists in the preparation of budget and capital improvements plans;

Engages subordinate staff and builds relationships while leading water supply and treatment facilities, programs, and employees which are spread across a large geographical area;

Analyzes data and reports affecting water supply and treatment facilities efficiency and implements necessary changes in operating methods as required; ensures compliance with federal, state, and local regulations;

Reviews personnel transactions for correctness; approves vacation schedules; authorizes overtime, recommends salary increases;

Supervises subordinates to include performance evaluations, approval of leave requests, and initiating disciplinary actions;

Reviews and approves internal office procedures, filing methods, and correspondence and determines office layout;

Prepares comprehensive technical reports;

Oversees and assists in various planning and design efforts to expand the water supply and treatment system as demanded by growth of the service area;

Coordinates fiscal and personnel activities of several water supply and treatment facilities;

Reviews trade literature and other publications and attends seminars to maintain a thorough knowledge of new water treatment technologies, management techniques, and applicable federal, state, and local regulations.

### **MINIMUM QUALIFICATIONS**

Possession of a bachelor's degree in engineering, chemistry, microbiology, or closely related field and four (4) years of experience with the design, construction, management, plant operations, or laboratory operations of a water treatment and supply facility. Substitution(s): A master's degree may substitute for one (1) year of the required experience.

Possession of a valid State of Ohio Class III Water Supply Operator's certificate.

Possession of a valid motor vehicle operator's license.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

Thorough knowledge of the principles of water treatment methods; thorough knowledge of administrative procedures; thorough knowledge of water plant equipment and laboratory techniques; thorough knowledge of the federal, state and local regulations relating to water treatment; thorough knowledge of maintenance programs, instrumentation, and SCADA; thorough knowledge of various state and federal regulations affecting the workplace; thorough knowledge of budgeting principles and practices; thorough knowledge of management and supervisory principles and practices; thorough knowledge of OSHA and EPA regulations as they pertain to water treatment and equipment maintenance; considerable knowledge of chemistry as it relates to water treatment objectives; ability to develop and maintain effective and cooperative professional relationships with associates and others; ability to read, interpret and explain government rules, ordinances and regulations; ability to identify problems, analyze information, and recommend solutions; ability to direct and coordinate the work efforts of personnel in geographically separate facilities; ability to operate a personal computer and related software; ability to write and speak effectively.

Probationary Period:	365 Days
Examination:	Noncompetitive
Job Family/Group:	Labor and Maintenance/Plant Operations
EEO/DOJ Job Category:	Professional
Class established:	12-24-67
Current spec:	10-29-12
Commission action taken:	<b>Review/no change</b> <del>Revise</del> Revise/Retitle (Water Plants Coordinator 8/25/97)
Last reviewed:	<del>10-29-12</del>

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The following is provided for informational purposes only. Compensation is subject to change through the Labor Relations Office of the Human Resources Department.

Compensation Plan:	CWA
Salary:	Grade 60
FLSA:	Exempt (overtime ineligible)

MEMORANDUM

To: Commissioners:  
Grady L. Pettigrew, Jr., President  
Stefanie L. Coe, Member  
Delena Edwards, Member

From: C. Amy DeLong, Executive Director *C. Amy DeLong*  
Tamira M. Rollins, Personnel Administrative Manager  
Richard D. Cherry, Personnel Analyst II *RDC*

Date: July 6, 2017

Subject: Request of the Civil Service Commission staff to approve the specification review for the classification Plant Maintenance Electrician II with no revisions (Job Code 3800).

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ANALYSIS AND RECOMMENDATION

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Civil Service Commission staff request that the Plant Maintenance Electrician II (Job Code 3800) classification be approved with no changes. The review of this classification is part of the Civil Service Commission's effort to review all classifications every four to five years. Plant Maintenance Electrician II was last reviewed in August, 2013. There are currently six employees serving in this classification located in the Department of Public Utilities. After reviewing the specification and questionnaire completed by one of the incumbents, with supervisory review and soliciting input from a department representative, it was decided that the current specification adequately describes the work as it currently exists. It is, therefore, recommended that the review of the specification for the classification Plant Maintenance Electrician II be approved with no revisions.

Contact:  
Kerry Ambrester, Plant Maintenance Electrician II, Department of Public Utilities, Water Division  
Andrew Cherryhomes, Human Resources Manager, Department of Public Utilities

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File reference: Review/no change

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**(Proposed Review/no change Specification)**

**PLANT MAINTENANCE ELECTRICIAN II**

**DEFINITION**

Under direction, is responsible for planning and coordinating activities related to the installation, troubleshooting, repair, and maintenance of electrical equipment (up to 15kV AC), wiring systems and accessories; performs related duties as required.

**EXAMPLES OF WORK** (Any one position may not include all of the duties listed, nor do the examples cover all of the duties that may be performed.)

Coordinates with contractors and consultants on capital improvement and other projects;

Repairs and maintains all plant electrical systems;

Maintains records such as work orders, purchase orders, inspection logs, and preventative maintenance schedules utilizing a computerized maintenance management system;

Develops and modifies new and existing preventative maintenance procedures;

Trains employees on work and safety procedures, ensuring safety procedures and equipment are used on the job;

Assigns tasks to workers for completion based on priority of work;

Orders material and replacement parts for work projects; maintains inventory;

Tests defective equipment to determine cause of malfunction or failure;

Tests, repairs or replaces equipment such as relays, switches, controls, and instrumentation both on and off plant grounds;

Cleans or repairs threading, commutators, windings, and bearings of electrical apparatus;

Installs and repairs light fixtures, appliances, power tools, fans, etc. both on and off plant grounds;

Notifies appropriate personnel of necessary downtime associated with projects that disrupt normal operations;

Reviews technical papers, catalogs and other reference materials to recommend new supplies and maintenance methods to improve operations;

Confers with contractors and technical manuals to resolve problems in installation and repair of equipment;

Reviews inspection and repair reports and observes progress of work to evaluate efficiency and workmanship;

Confers with others to plan preventative maintenance programs, schedule inspections, and coordinate work with other operating activities;



Ensures clean up and housekeeping duties are performed in work areas;

May supervise employees, to include conducting performance evaluations, approving /disapproving leave requests, and/or initiating disciplinary action;

May assist in the development or modification of new and existing work and safety procedures;

May initially approve leave for subordinates.

### **MINIMUM QUALIFICATIONS**

Four (4) years of experience installing and repairing 3-phase electrical equipment in an industrial facility with voltages up to 2,400 volts. Substitution(s): Successful completion of a formal classroom or apprenticeship training program in the general principles of electricity may substitute for six (6) months of the required experience.

Possession of a valid, motor vehicle operator's license.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

Thorough knowledge of National Electrical Code (NEC), NFPA 70E, and OSHA Electrical Safe Work Practices; thorough knowledge of the techniques, equipment, and materials used in installing, testing, and maintaining electrical equipment; general knowledge of confined space entry; willingness to work at heights and/or depths; ability to solve equations for unknowns using fractions and percentages; ability to read technical manuals, wiring diagrams, and safety rules; ability to supervise and/or coordinate the work of others; ability to train others and evaluate work performance; ability to write descriptive sentences; ability to communicate with others; ability to operate a personal computer and associated software; ability to exert fifty (50) pounds of force; ability to identify and distinguish colors.

Probationary Period: 365 Days  
Examination: Competitive

Job/Group Family: Labor and Maintenance/Plant Maintenance  
EEO/DOJ Job Category: Skilled Craft

Class established: 04-08-63  
Current spec: 08-26-13

Commission action taken: **Review/no change**~~Revise~~  
Revise/Retitle (Plant Maintenance Electrician Supervisor 3/25/02)  
Revise/Retitle (Plant Maintenance Electrician Supervisor I 12/13/93)

Last reviewed: ~~08-26-13~~



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The following is provided for informational purposes only. Compensation is subject to change through the Labor Relations Office of the Human Resources Department.

Compensation Plan: AFSCME  
Salary: Range 28 - 30  
FLSA: Nonexempt (overtime eligible)

## MEMORANDUM

To: Commissioners:  
Grady L. Pettigrew, Jr., President  
Stefanie L. Coe, Member  
Delena Edwards, Member

From: C. Amy DeLong, Executive Director   
Tamira M. Rollins, Personnel Administrative Manager  
Richard D. Cherry, Personnel Analyst II 

Date: July 6, 2017

Subject: Request of the Civil Service Commission staff to approve the specification review for the classification Plant Maintenance Electrician I with no revisions (Job Code 3799).

### ANALYSIS AND RECOMMENDATION

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Civil Service Commission staff request that the Plant Maintenance Electrician I (Job Code 3799) classification be approved with no changes. The review of this classification is part of the Civil Service Commission's effort to review all classifications every four to five years. Plant Maintenance Electrician I was last reviewed in August, 2013. There are currently sixteen employees serving in this classification located in the Department of Public Utilities. After reviewing the specification and soliciting input from a department representative, it was decided that the current specification adequately describes the work as it currently exists. It is, therefore, recommended that the review of the specification for the classification Plant Maintenance Electrician I be approved with no revisions.

Contact:  
Andrew Cherryhomes, Human Resources Manager, Department of Public Utilities

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File reference: Review/no change

Attachment



**(Proposed Review/no change Specification)**

**PLANT MAINTENANCE ELECTRICIAN I**

**DEFINITION**

Under general supervision, is responsible for installing, maintaining, troubleshooting, and repairing electrical equipment (up to 15kV AC), wiring systems and accessories; performs related duties as required.

**EXAMPLES OF WORK** (Any one position may not include all of the duties listed, nor do the examples cover all of the duties that may be performed.)

Performs work on or near energized circuits with voltage levels up to and including 15kV;

Tests defective equipment to determine cause of malfunction or failure using a variety of electrical testing apparatus;

Tests, repairs, or replaces equipment such as relays, switches, controls, and instrumentation both on and off plant grounds;

Bends and installs conduit;

Installs and repairs light fixtures, appliances, power tools, fans, etc. both on and off plant grounds;

Uses precautionary work methods as prescribed in related safety procedures and policies;

Interprets wiring diagrams to trace and connect numerous wires carrying current for independent functions;

Draws and modifies electrical wiring diagrams and schematics;

Maintains equipment, work logs, and system modification records including Computerized Maintenance Management System (CMMS);

Notifies appropriate personnel of necessary downtime associated with projects that disrupt normal operations;

Cleans up work area after completion of a job;

Climbs heights to access work sites;

Performs preventative maintenance on electrical equipment;

May assist plant personnel, including instruments technicians, on projects involving electrical equipment.

**MINIMUM QUALIFICATIONS**

Two (2) years of experience installing and repairing 3-phase electrical equipment in an industrial facility with voltages up to 2,400 volts. Substitution(s): Successful completion of a formal classroom or apprenticeship training program in the general principles of electricity may substitute for six (6) months of the required experience.

Possession of a valid, motor vehicle operator's license.

**KNOWLEDGE, SKILLS, AND ABILITIES**

Considerable knowledge of National Electrical Code, NFPA 70E, and OSHA Electrical Safe Work Practices; considerable knowledge of the techniques, equipment, and materials used in installing, testing, and maintaining electrical equipment; some knowledge of confined space entry; ability to work at heights, depths, and/or in confined spaces; ability to solve equations for unknowns using fractions and percentages; ability to read technical manuals, wiring diagrams, and safety rules; ability to write descriptive sentences; ability to communicate with others; ability to exert fifty (50) pounds of force; ability to identify and distinguish colors.

Probationary Period:	365 Days
Examination:	Competitive
Job Family/Group:	Labor and Maintenance/Plant Maintenance
EEO/DOJ Job Category:	Skilled Craft
Class established:	04-08-63
Current spec:	08-26-13
Commission action taken:	<b>Review/no change</b> <del>Review</del>
	Retitle (Plant Maintenance Electrician 4/29/02)
Last reviewed:	<del>08-26-13</del>

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The following is provided for informational purposes only. Compensation is subject to change through the Labor Relations Office of the Human Resources Department.

Compensation Plan:	AFSCME
Salary:	Range 25 - 29
FLSA:	Nonexempt (overtime eligible)

## MEMORANDUM

To: Commissioners:  
Grady L. Pettigrew, Jr., President  
Stefanie L. Coe, Member  
Delena Edwards, Member

From: C. Amy DeLong, Executive Director *C. Amy DeLong*  
Tamira M. Rollins, Personnel Administrative Manager *mc*  
Richard D. Cherry, Personnel Analyst II *RDC*

Date: June 26, 2017

Subject: Request of the Civil Service Commission staff to approve the specification review for the classification Parks Development Associate with no revisions (Job Code 1206).

### ANALYSIS AND RECOMMENDATION

Civil Service Commission staff request that the Parks Development Associate (Job Code 1206) classification be approved with no changes. The review of this classification is part of the Civil Service Commission's effort to review all classifications every five years. Parks Development Associate was last reviewed in November, 2012. There are currently no employees serving in this classification, located primarily in Columbus Recreation and Parks. Parks Development Associate is responsible for performing sub-professional parks development work. Some of the duties include assisting in preparing plans for developing park areas showing location of shelter houses, athletic areas, such as ball diamonds, tennis courts, pools, picnic areas, walks, trails, parking areas, trees, gardens, and floral displays; and studying the condition of sites, such as stormwater management, topsoil, trees, rock formation, and buildings. After reviewing the specification and input from a department representative, it was decided that the current specification adequately describes the work as it currently exists. It is, therefore, recommended that the review of the specification for the classification Parks Development Associate be approved with no revisions.

Contact:  
Mollie O'Donnell, Parks Planning Coordinator, Columbus Recreation and Parks

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File reference: Review/no change

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**(Proposed Review/no change Specification)**

**PARKS DEVELOPMENT ASSOCIATE**

**DEFINITION**

Under general supervision, is responsible for performing sub-professional parks development work; performs related duties as required.

**EXAMPLES OF WORK** (Any one position may not include all of the duties listed, nor do the examples cover all of the duties that may be performed.)

Assists in preparing plans for developing park areas showing location of shelter houses, athletic areas, such as ball diamonds, tennis courts, pools, picnic areas, walks, trails, parking areas, trees, gardens, and floral displays;

Studies condition of site, such as stormwater management, topsoil, trees, rock formation, and buildings;

Prepares topographical maps and/or special purpose maps showing location of utilities and other available facilities; prepares maps and drawings to record zoning restrictions;

Assists in the investigation of encroachments and verification of park boundaries; assists in resolving encroachment situations; maintains encroachment database to track status and resolution;

Assists in preparing publicity materials and responds to public requests for information on parks, facilities, and properties; assists in updating and distributing park facilities guide;

Operates computer aided design (CAD) equipment and/or a transit in a field survey party;

Updates and maintains departmental real property records on computer database; reviews existing property files and historical information;

Maintains files of property boundary surveys and descriptions.

**MINIMUM QUALIFICATIONS**

Two (2) years of experience in landscaping, parks planning, drafting, or design work.

Substitution(s): Completion of two (2) years of college education (60 semester hours or 90 quarter hours) in a biological science, natural resources, landscape architecture, architecture, drafting, civil engineering, or related field may be substituted for the experience requirement on a year-for-year basis.

Possession of a valid motor vehicle operator's license.

**KNOWLEDGE, SKILLS, AND ABILITIES**

General knowledge of the principles of landscape designing and park planning; some knowledge of horticulture; ability to use a transit and level; ability to read maps and use mapping technology; ability to use standard drafting and lettering equipment; ability to use a personal computer and relevant software; ability to build models and make sketches; ability to develop and maintain effective working relationships with others; ability to write and speak effectively.

Probationary Period: 270 Days  
Examination: Competitive

Job Family/Group: Applied Science/Horticulture and Landscape  
EEO/DOJ Job Category: Technician

Class established: 04-08-63  
Current spec: 03-31-08  
Commission action taken: **Review/no change**  
Revise/Retitle (Landscape Architect Associate 4/29/96)  
Merge/Retitle (Landscape Architect Assoc II [1205] into Landscape Architect I 8/28/95)

Last reviewed: ~~11-26-12~~

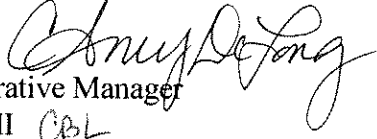

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The following is provided for informational purposes only. Compensation is subject to change through the Labor Relations Office of the Human Resources Department.

Compensation Plan: AFSCME  
Salary: Range 24 - 27  
FLSA: Nonexempt (overtime eligible)

MEMORANDUM

To: Commissioners:  
Grady L. Pettigrew, Jr., President  
Stefanie L. Coe, Member  
Delena Edwards, Member

From: C. Amy DeLong, Executive Director   
Tammy Rollins, Personnel Administrative Manager  
Carol Lagemann, Personnel Analyst II 

Date: July 10, 2017

Subject: Request of the Civil Service Commission staff to approve the specification review for the classification Water Division Administrator with no revisions (Job Code 0146).

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ANALYSIS AND RECOMMENDATION

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The review of the specification for the classification Water Division Administrator (Job Code 0146) is part of the Civil Service Commission's effort to review all classifications every five years. Water Division Administrator was last reviewed in November, 2012. This classification is a single-position classification used exclusively by the Department of Public Utilities. After review of the specification and communication with the incumbent, there are no proposed changes to the class specification at this time.

Contact:  
Rick Westerfield, Water Division Administrator, Division of Water, Department of Public Utilities

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File reference: Review/no change

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**(Proposed Review/no change Specification)**

**WATER DIVISION ADMINISTRATOR**

**DEFINITION**

Under administrative direction, is responsible for planning, coordinating, and directing the operations of the Division of Water; performs related duties as required.

**EXAMPLES OF WORK** (May not include all of the duties that may be performed.)

Directs the personnel responsible for the design, construction, operation and maintenance of water supply and treatment facilities, water distribution system, watershed properties, water research laboratory;

Directs an engineering staff engaged in the preparation of preliminary plans, cost estimates, and construction projects inspections;

Directs the preparation of proposed legislation authorizing construction projects, major equipment purchases, the transfer of funds, and other related transactions;

Makes recommendations to departmental human resources staff on personnel and labor matters impacting the division including selection and appraisal of personnel and disciplinary actions;

Advises departmental fiscal staff in the preparation of division's budget, financial records, reports, statements, legislation, and other related documents; ensures the maintenance of reports, records and documents;

Directs the operation of the information services system for the division;

Participates in the development and design of the municipal water rate structure; reviews, evaluates, and recommends changes to this structure;

Keeps the Director informed of operational problems and policy development;

Reviews and approves purchase requisitions, contracts, reports, work orders, and changes in plans, designs, and specifications;

Represents the Director at public meetings and conferences; participates in appropriate professional activities to remain current with developments affecting the Division of Water.

**MINIMUM QUALIFICATIONS**

Possession of a valid State of Ohio certificate as a registered Professional Engineer and five (5) years of management experience to include policy formulation and implementation, management of a budget in excess of one million dollars, and direction of a large staff (20 employees or more) through subordinate supervisors. Substitution(s): A master's degree may be substituted for one (1) year of the required experience.

**KNOWLEDGE, SKILLS, AND ABILITIES**

Thorough knowledge of methods and techniques used in the construction and maintenance of water supply and treatment facilities and local analyses and planning; thorough knowledge of management and supervisory practices and procedures; thorough knowledge of budgetary practices and principles; general knowledge of personnel procedures; ability to develop and maintain effective working relationships with City officials, consumers, and the general public; ability to write and speak effectively; ability to supervise others; ability to interpret financial records and reports; ability to plan and direct large scale work projects; ability to supervise the maintenance of complex record systems; ability to review and evaluate administrative policies, organizational structures, and management systems.

Probationary Period:	365 Days
Examination:	Noncompetitive
Job Family/Group:	Executive
EEO/DOJ Job Category:	Official/Administrator
Class established:	04-08-63
Current spec:	11-26-12
Commission action taken:	<b>Review/no change</b> Revise/Retitle (Power and Water Division Administrator) Revise/Retitle (Water Division Administrator 3/27/06) Revise/Retitle (Water Engineering and Maintenance Assistant Supt. 6/8/87)
Last reviewed:	<del>11-26-12</del>

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The following is provided for informational purposes only. Compensation is subject to change through the Labor Relations Office of the Human Resources Department.

Compensation Plan:	MCP
Salary:	Grade 98
FLSA:	Exempt (overtime ineligible)

MEMORANDUM

To: Commissioners:  
Grady L. Pettigrew, Jr., President  
Stefanie L. Coe, Member  
Delena Edwards, Member

From: C. Amy DeLong, Executive Director  
Tamira M. Rollins, Personnel Administrative Manager  
Richard D. Cherry, Personnel Analyst II RDC

Date: June 29, 2017

Subject: Request of the Civil Service Commission staff to revise the specification for the classification Street Cleaning and Maintenance Supervisor (Job Code 3989).

ANALYSIS AND RECOMMENDATION

Civil Service Commission staff request to revise the specification for the classification Street Cleaning and Maintenance Supervisor (Job Code 3989). The review of this classification is part of the Civil Service Commission's efforts to review all classifications every five years. Street Cleaning and Maintenance Supervisor was last reviewed in August, 2012. There are currently twelve incumbents serving in this classification, located in the Infrastructure Management Division of the Department of Public Service. As part of this review Civil Service reviewed the specification and questionnaires completed by the incumbents with supervisory review and department representatives provided feedback about potential changes. Based on feedback, it is recommended that this specification be revised as proposed.

By **DEFINITION**, Street Cleaning and Maintenance Supervisor is responsible for supervising employees performing street maintenance and cleaning activities. This Definition still appropriately illustrates the main function of the classification. Therefore, it is recommended that no changes be made to the Definition at this time.

There is one recommended revision for this specification which is to the **EXAMPLES OF WORK** section. The incumbents operate computers in order to initiate and update work



## Street Cleaning and Maintenance Supervisor

June 29, 2017

Page Two

orders and complete reports. Therefore, it is recommended that this statement be added as an example. There are no other proposed revisions to this specification.

### Contacts:

Thomas Belcher, Street Cleaning and Maintenance Supervisor, Infrastructure Management Division,  
Department of Public Service

James Bell, Street Cleaning and Maintenance Supervisor, Infrastructure Management Division,  
Department of Public Service

James Brazzell, Street Cleaning and Maintenance Supervisor, Infrastructure Management Division,  
Department of Public Service

Marshall Hale, Street Cleaning and Maintenance Supervisor, Infrastructure Management Division,  
Department of Public Service

Jermaine Hilton, Street Cleaning and Maintenance Supervisor, Infrastructure Management Division,  
Department of Public Service

Lauren Hunter, Department Human Resources Officer, Public Service Department,  
Department of Public Service

Michael Miller, Street Cleaning and Maintenance Supervisor, Infrastructure Management Division,  
Department of Public Service

James Ogan, Street Cleaning and Maintenance Supervisor, Infrastructure Management Division,  
Department of Public Service

Donald Rice, Street Cleaning and Maintenance Supervisor, Infrastructure Management Division,  
Department of Public Service

Vernon Saulsberry, Street Cleaning and Maintenance Supervisor, Infrastructure Management Division,  
Department of Public Service

Rodney Sparks, Transportation Operations Coordinator, Infrastructure Management Division,  
Department of Public Service

Gary Vance, Street Cleaning and Maintenance Supervisor, Infrastructure Management Division,  
Department of Public Service

Brent Writesel, Street Cleaning and Maintenance Supervisor, Infrastructure Management Division,  
Department of Public Service

**(Proposed Revised Specification)**

**STREET CLEANING AND MAINTENANCE SUPERVISOR**

**DEFINITION**

Under direction, is responsible for supervising employees performing street maintenance and cleaning activities; performs related duties as required.

**EXAMPLES OF WORK** (Any one position may not include all of the duties listed, nor do the examples cover all of the duties that may be performed.)

Supervises employees engaged in street maintenance and cleaning activities to include conducting performance evaluations, approving/disapproving leave requests and/or initiating disciplinary action;

Assigns work to crews involved in street cleaning, snow and ice removal, roadside mowing, and the repair and maintenance of streets, street berm, and alleys;

Observes work progress of crews; inspects work in progress for conformance to plans, specifications, and instructions;

Ensures proper utilization of safety precautions, including barricades and traffic control devices;

Completes daily log of completed work assignments, lists for materials and equipment used, and time cards for subordinates;

Trains and instructs employees in proper methods of operation;

Inspects equipment to determine need for repair and preventive maintenance; assists in the procurement of maintenance equipment;

Investigates and responds to minor accidents that occur in the field;

Determines proper work methods, interprets special and unusual working conditions and resolves operating problems;

**Operates a computer to initiate and update work orders and complete reports;**

Settles disputes among workers; recommends corrective and disciplinary actions for subordinate personnel.

**MINIMUM QUALIFICATIONS**

Completion of the twelfth school grade and three (3) years' experience in street maintenance and/or cleaning operations with the City of Columbus, or equivalent experience. Substitution(s): A certificate of high school equivalence (GED) will be accepted in lieu of the twelfth school grade requirement.

Possession of a valid motor vehicle operator's license.

**KNOWLEDGE, SKILLS, AND ABILITIES**

Considerable knowledge of street treatment, street cleaning, street resurfacing, asphalt pavement, concrete street repair, snow removal, and roadside mowing methods; general knowledge of traffic control methods and devices; general knowledge of equipment used in street maintenance, cleaning, and snow removal; general knowledge of all applicable OSHA regulations; general knowledge of office practices; some knowledge of management and supervisory practices and principles; ability to operate a computer and related software; ability to communicate effectively orally and in writing; ability to identify problems, analyze information, and recommend solutions; ability to supervise and train others; ability to read street maps and signs; ability to develop and maintain working relationships with others.

Probationary Period:	270 Days
Examination:	Competitive
Job Family/Group:	Labor and Maintenance/Outdoor Maintenance
EEO/DOJ Job Category:	Service-Maintenance
Class established:	04-08-63
Current spec:	<del>08-27-12</del>
Commission action taken:	<b>Revise</b> Revise/Retitle (Street Cleaning Supervisor II 6/25/95)
Last reviewed:	<del>08-27-12</del>

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The following is provided for informational purposes only. Compensation is subject to change through the Labor Relations Office of the Human Resources Department.

Compensation Plan:	CWA
Salary:	Grade 55
FLSA:	Nonexempt (overtime eligible)

**(Proposed Revised Specification)**

**STREET CLEANING AND MAINTENANCE SUPERVISOR**

**DEFINITION**

Under direction, is responsible for supervising employees performing street maintenance and cleaning activities; performs related duties as required.

**EXAMPLES OF WORK** (Any one position may not include all of the duties listed, nor do the examples cover all of the duties that may be performed.)

Supervises employees engaged in street maintenance and cleaning activities to include conducting performance evaluations, approving/disapproving leave requests and/or initiating disciplinary action;

Assigns work to crews involved in street cleaning, snow and ice removal, roadside mowing, and the repair and maintenance of streets, street berm, and alleys;

Observes work progress of crews; inspects work in progress for conformance to plans, specifications, and instructions;

Ensures proper utilization of safety precautions, including barricades and traffic control devices;

Completes daily log of completed work assignments, lists for materials and equipment used, and time cards for subordinates;

Trains and instructs employees in proper methods of operation;

Inspects equipment to determine need for repair and preventive maintenance; assists in the procurement of maintenance equipment;

Investigates and responds to minor accidents that occur in the field;

Determines proper work methods, interprets special and unusual working conditions and resolves operating problems;

**Operates a computer to initiate and update work orders and complete reports;**

Settles disputes among workers; recommends corrective and disciplinary actions for subordinate personnel.

**MINIMUM QUALIFICATIONS**

Completion of the twelfth school grade and three (3) years' experience in street maintenance and/or cleaning operations with the City of Columbus, or equivalent experience. Substitution(s): A certificate of high school equivalence (GED) will be accepted in lieu of the twelfth school grade requirement.

Possession of a valid motor vehicle operator's license.

**KNOWLEDGE, SKILLS, AND ABILITIES**

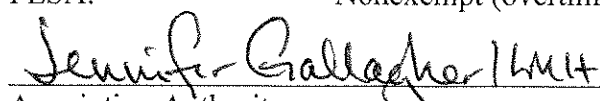
Considerable knowledge of street treatment, street cleaning, street resurfacing, asphalt pavement, concrete street repair, snow removal, and roadside mowing methods; general knowledge of traffic control methods and devices; general knowledge of equipment used in street maintenance, cleaning, and snow removal; general knowledge of all applicable OSHA regulations; general knowledge of office practices; some knowledge of management and supervisory practices and principles; ability to operate a computer and related software; ability to communicate effectively orally and in writing; ability to identify problems, analyze information, and recommend solutions; ability to supervise and train others; ability to read street maps and signs; ability to develop and maintain working relationships with others.


Probationary Period:	270 Days
Examination:	Competitive
Job Family/Group:	Labor and Maintenance/Outdoor Maintenance
EEO/DOJ Job Category:	Service-Maintenance
Class established:	04-08-63
Current spec:	<del>08-27-12</del>
Commission action taken:	<b>Revise</b>
	Revise/Retitle (Street Cleaning Supervisor II 6/25/95)
Last reviewed:	<del>08-27-12</del>

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The following is provided for informational purposes only. Compensation is subject to change through the Labor Relations Office of the Human Resources Department.

Compensation Plan:	CWA
Salary:	Grade 55
FLSA:	Nonexempt (overtime eligible)

  
\_\_\_\_\_  
Appointing Authority

  
\_\_\_\_\_  
Date



MEMORANDUM

To: Commissioners:  
Grady L. Pettigrew, Jr., President  
Stefanie L. Coe, Member  
Delena Edwards, Member

From: C. Amy DeLong, Executive Director *Amy DeLong*  
Tamira M. Rollins, Personnel Administrative Manager  
Richard D. Cherry, Personnel Analyst II *RDC*

Date: July 6, 2017

Subject: Request of the Civil Service Commission staff to revise the specification for the classification Building Maintenance Electrician (Job Code 3486).

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ANALYSIS AND RECOMMENDATION

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Civil Service Commission staff request to revise the specification for the classification Building Maintenance Electrician (Job Code 3486). The review of this classification is part of Civil Service Commission's efforts to review all classifications every five years. Building Maintenance Electrician was last reviewed in October, 2012. There are currently seven incumbents serving in this classification, located in the Facilities Management Division of the Finance and Management Department, Columbus Recreation and Parks, and the Sewerage and Drainage and Water divisions of the Department of Public Utilities. As part of this review, Civil Service reviewed the specification and questionnaires completed by two of the incumbents with supervisory review and department representatives provided feedback about potential changes. Based on feedback, it is recommended that this specification be revised as proposed.

By **DEFINITION**, Building Maintenance Electrician is responsible for performing electrical maintenance in and around City buildings and/or facilities. This Definition still appropriately illustrates the main function of the classification. Therefore, it is recommended that no changes be made to the Definition at this time.

There is one recommendation for the **EXAMPLES OF WORK** section. The incumbents operate a laptop computer or tablet in order to access and complete work orders.



Building Maintenance Electrician  
July 6, 2017  
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Therefore, it is recommended that this statement be added as an example. With the addition of this example, it is also recommended that the ability to operate a computer and related software be added to the **KNOWLEDGE, SKILLS, AND ABILITIES** section. There are no other proposed revisions to this specification.

Contacts:

Seth Crago, Building Maintenance Electrician, Facilities Management Division  
William Curry, Building Maintenance Electrician, Facilities Management Division  
Deanna Kies, Department Human Resources Officer, Columbus Recreation and Parks  
Roland Saunders, Department Human Resources Officer, Department of Public Utilities  
Madison Wolever, Department Human Resources Officer, Finance and Management Department

**(Proposed Revised Specification)**

**BUILDING MAINTENANCE ELECTRICIAN**

**DEFINITION**

Under general supervision, is responsible for performing electrical maintenance in and around City buildings and/or facilities; performs related duties as required.

**EXAMPLES OF WORK** (Any one position may not include all of the duties listed, nor do the examples cover all of the duties that may be performed.)

Installs electric controls and repairs wiring, switches, and simple appliances;

Installs wall outlets, cleans and repairs light fixtures, and makes adjustments to electric motors, generators, and similar equipment;

Troubleshoots electrical equipment using voltmeters, ammeters, and related testing apparatus;

Reads and interprets wiring diagrams to trace and connect numerous wires carrying currents for independent functions;

Installs and connects motors, appliances, heating equipment, and transformers;

Operates hand and power tools to install, maintain, repair, and replace electrical equipment;

Cleans, oils and maintains motors, brushes, bearings, and switches;

Bends and installs conduit;

Draws and/or modifies wiring diagrams and schematics;

Tests electrical equipment to determine defect, malfunction, or failure;

Uses precautionary work and safety methods when working on or near energized circuits;

Calculates line load so as to determine size of wire required;

Drives to work sites to work on electrical equipment;

Reads and interprets electrical safety standards and policies for federal, state, and local regulatory compliance;

Reads and interprets National Electric Code and other technical manuals;

Installs and removes lamps, ballasts, and batteries;

Installs and removes temporary power circuits for special events;

Installs and removes light fixtures, outlets, and electrical wiring in facilities being remodeled or demolished;

**Operates a laptop computer or tablet to access and complete work orders;**

Performs upgrades on equipment and wiring.

### **MINIMUM QUALIFICATIONS**

Completion of the twelfth school grade and four (4) years of industrial or commercial experience installing and repairing electrical systems. Substitution(s): A certificate of high school equivalence (GED) will be accepted in lieu of the twelfth grade requirement.

Possession of a valid motor vehicle operator's license.

Possession of a Commercial Driver's License (CDL) may be required for some positions.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

Thorough knowledge of current National Electric Code provisions; considerable knowledge of the standard practices, methods, techniques, tools, and materials of the electrical trade; considerable knowledge of electrical hazards and safety precautions; considerable knowledge of Occupational Safety and Health Administration (OSHA) electrical safety and National Fire Protection Association (NFPA 70E) safe work practices; ability to work on or near energized building electrical equipment up to 480 volts; ability to work at heights and/or depths without special accommodation; ability to read and understand technical manuals; ability to identify and distinguish between colors; ability to lift, carry, push, and pull at least twenty-five (25) pounds; ability to use mathematical reasoning; **ability to operate a computer and related software**; ability to communicate with others orally and in writing; ability to read and interpret blueprints and schematics; ability to work in confined spaces or other areas requiring the utilization of personal protective equipment.

Probationary Period:	180 Days
Examination:	Competitive
Job Family/Group:	Crafts & Trades/Building Trades
EEO/DOJ Job Category:	Skilled Craft
Class established:	04-08-71
Current spec:	<del>10-29-12</del>
Commission action taken:	<b>Revise</b>
Last reviewed:	<del>10-29-12</del>

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The following is provided for informational purposes only. Compensation is subject to change through the Labor Relations Office of the Human Resources Department.

Compensation Plan:	AFSCME
Salary:	Range 23 - 25
FLSA:	Nonexempt (overtime eligible)

## **BUILDING MAINTENANCE ELECTRICIAN**

### **DEFINITION**

Under general supervision, is responsible for performing electrical maintenance in and around City buildings and/or facilities; performs related duties as required.

**EXAMPLES OF WORK** (Any one position may not include all of the duties listed, nor do the examples cover all of the duties that may be performed.)

Installs electric controls and repairs wiring, switches, and simple appliances;

Installs wall outlets, cleans and repairs light fixtures, and makes adjustments to electric motors, generators, and similar equipment;

Troubleshoots electrical equipment using voltmeters, ammeters, and related testing apparatus;

Reads and interprets wiring diagrams to trace and connect numerous wires carrying currents for independent functions;

Installs and connects motors, appliances, heating equipment, and transformers;

Operates hand and power tools to install, maintain, repair, and replace electrical equipment;

Cleans, oils and maintains motors, brushes, bearings, and switches;

Bends and installs conduit;

Draws and/or modifies wiring diagrams and schematics;

Tests electrical equipment to determine defect, malfunction, or failure;

Uses precautionary work and safety methods when working on or near energized circuits;

Calculates line load so as to determine size of wire required;

Drives to work sites to work on electrical equipment;

Reads and interprets electrical safety standards and policies for federal, state, and local regulatory compliance;

Reads and interprets National Electric Code and other technical manuals;

Installs and removes lamps, ballasts, and batteries;

Installs and removes temporary power circuits for special events;

Installs and removes light fixtures, outlets, and electrical wiring in facilities being remodeled or demolished;

Performs upgrades on equipment and wiring.

**MINIMUM QUALIFICATIONS**

Completion of the twelfth school grade and four (4) years of industrial or commercial experience installing and repairing electrical systems. Substitution(s): A certificate of high school equivalence (GED) will be accepted in lieu of the twelfth grade requirement.

Possession of a valid motor vehicle operator's license.

Possession of a Commercial Driver's License (CDL) may be required for some positions.

**KNOWLEDGE, SKILLS, AND ABILITIES**

Thorough knowledge of current National Electric Code provisions; considerable knowledge of the standard practices, methods, techniques, tools, and materials of the electrical trade; considerable knowledge of electrical hazards and safety precautions; considerable knowledge of Occupational Safety and Health Administration (OSHA) electrical safety and National Fire Protection Association (NFPA 70E) safe work practices; ability to work on or near energized building electrical equipment up to 480 volts; ability to work at heights and/or depths without special accommodation; ability to read and understand technical manuals; ability to identify and distinguish between colors; ability to lift, carry, push, and pull at least twenty-five (25) pounds; ability to use mathematical reasoning; ability to communicate with others orally and in writing; ability to read and interpret blueprints and schematics; ability to work in confined spaces or other areas requiring the utilization of personal protective equipment.

Probationary Period: 180 Days  
Examination: Competitive

Job Family/Group: Crafts & Trades/Building Trades  
EEO/DOJ Job Category: Skilled Craft

Class established: 04-08-71  
Current spec: 10-29-12  
Commission action taken: Revise  
Last reviewed: 10-29-12

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The following is provided for informational purposes only. Compensation is subject to change through the Labor Relations Office of the Human Resources Department.

Compensation Plan: AFSCME  
Salary: Range 23 - 25  
FLSA: Nonexempt (overtime eligible)

**(Proposed Revised Specification)**

**BUILDING MAINTENANCE ELECTRICIAN**

**DEFINITION**

Under general supervision, is responsible for performing electrical maintenance in and around City buildings and/or facilities; performs related duties as required.

**EXAMPLES OF WORK** (Any one position may not include all of the duties listed, nor do the examples cover all of the duties that may be performed.)

Installs electric controls and repairs wiring, switches and simple appliances;

Installs wall outlets, cleans and repairs light fixtures, and makes adjustments to electric motors, generators and similar equipment;

Troubleshoots electrical equipment using voltmeters, ammeters and related testing apparatus;

Reads and interprets wiring diagrams to trace and connect numerous wires carrying currents for independent functions;

Installs and connects motors, appliances, heating equipment and transformers;

Operates hand and power tools to install, maintain, repair and replace electrical equipment;

Cleans, oils and maintains motors, brushes, bearings and switches;

Bends and installs conduit;

Draws and/or modifies wiring diagrams and schematics;

Tests electrical equipment to determine defect, malfunction or failure;

Uses precautionary work and safety methods when working on or near energized circuits;

Calculates line load so as to determine size of wire required;

Drives to work sites to work on electrical equipment;

Reads and interprets electrical safety standards and policies for federal, state and local regulatory compliance;

Reads and interprets National Electric Code and other technical manuals;

Installs and removes lamps, ballasts, and batteries;

Installs and removes temporary power circuits for special events;

Installs and removes light fixtures, outlets, and electrical wiring in facilities being remodeled or demolished;

Operates a laptop computer or tablet to access and complete work orders;

Performs upgrades on equipment and wiring.

**MINIMUM QUALIFICATIONS**

Completion of the twelfth school grade and four (4) years of industrial or commercial experience installing and repairing electrical systems. Substitution(s): A certificate of high school equivalence (GED) will be accepted in lieu of the twelfth grade requirement.

Possession of a valid motor vehicle operator's license.

Possession of a Commercial Driver's License (CDL) may be required for some positions.

**KNOWLEDGE, SKILLS AND ABILITIES**


Thorough knowledge of current National Electric Code provisions; considerable knowledge of the standard practices, methods, techniques, tools and materials of the electrical trade; considerable knowledge of electrical hazards and safety precautions; considerable knowledge of Occupational Safety and Health Administration (OSHA) electrical safety and National Fire Protection Association (NFPA 70E) safe work practices; ability to work on or near energized building electrical equipment up to 480 volts; ability to work at heights and/or depths without special accommodation; ability to read and understand technical manuals; ability to identify and distinguish between colors; ability to lift, carry, push and pull at least twenty-five (25) pounds; ability to use mathematical reasoning; ability to operate a computer and related software; ability to communicate with others orally and in writing; ability to read and interpret blueprints and schematics; ability to work in confined spaces or other areas requiring the utilization of personal protective equipment.

Probationary Period:	180 Days
Examination:	Competitive
Job Family:	Crafts & Trades
EEO Job Category:	Skilled Craft
Class established:	04-08-71
Current spec:	<del>10-29-12</del>
Commission action taken:	<b>Revise</b>
Last reviewed:	<del>10-29-12</del>

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The following is provided for informational purposes only. Compensation is subject to change through the Labor Relations Office of the Human Resources Department.

Compensation Plan:	AFSCME
Salary:	Range 23-25
FLSA:	Nonexempt (overtime eligible)

  
\_\_\_\_\_  
Appointing Authority

7-11-17  
Date



MEMORANDUM

To: Commissioners:  
Grady L. Pettigrew, Jr., President  
Stefanie L. Coe, Member  
Delena Edwards, Member

From: C. Amy DeLong, Executive Director *Amy DeLong*  
Michael W. Eccard, Deputy Executive Director  
Tamira M. Rollins, Personnel Administrative Manager *mm*

Date: July 10, 2017

Subject: Request of the Civil Service Commission staff to revise the specification for the classification Wastewater Pretreatment Analyst (Job Code 1862).

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ANALYSIS AND RECOMMENDATION

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Civil Service Commission staff request that the specification for the classification Wastewater Pretreatment Analyst (Job Code 1862) be revised. This classification was scheduled for review in response to the Commission's objective to review all classifications at least once every four or five years to ensure accuracy of the Class Plan. Wastewater Pretreatment Analyst was last revised in December, 2013. There are currently two employees serving in this classification, both of whom are located in the Department of Public Utilities. As part of this review, questionnaires were sent to each employee and a follow-up interview was scheduled with both employees to discuss further the details of their job. Based upon employee feedback, staff's review of the specification, and managerial review, some revisions to the specification are proposed.

By **DEFINITION**, the Wastewater Pretreatment Analyst is responsible "for analyzing and monitoring industrial waste disposal facilities and processes to ensure compliance with federal, state, and local sewer use regulations." There are no proposed revisions to the statement as it continues to accurately describe the purpose of this job classification.

The **EXAMPLES OF WORK** section was revised to include one additional work statement that was not previously listed on the specification and to revise another to more accurately describe the work currently being performed.



The proposed revisions are:

- Reviews remedial action plans, ~~spill prevention control and countermeasures~~ **slug control** plans, storm water pollution prevention plans, toxic organic management plans, requests for permit applications or modifications, blueprints, operational manuals, and other correspondence/plans;
- Participates in annual inspections of industrial users;

There are no proposed changes to the **MINIMUM QUALIFICATIONS** section.

It is proposed that a couple statements be added to the **KNOWLEDGE, SKILLS, AND ABILITIES** section to best communicate the knowledge and abilities needed for successful job performance.

There are no proposed changes to the **Probationary Period, Examination type, Job Family, or EEO/DOJ Job Category.**

Contacts:

Jeff Bertacchi, Pretreatment Program Manager, Sewerage and Drainage, Public Utilities  
James Carpenter, Wastewater Pretreatment Analyst, Sewerage and Drainage, Public Utilities  
Justine Patmon, Wastewater Pretreatment Analyst, Sewerage and Drainage, Public Utilities

*Questionnaire completed; no follow-up interview:*

Christopher Harper, Wastewater Pretreatment Analyst (*recently promoted*), Sewerage and Drainage, Public Utilities

**(Proposed Revised Specification)**

**WASTEWATER PRETREATMENT ANALYST**

**DEFINITION**

Under general direction, is responsible for analyzing and monitoring industrial waste disposal facilities and processes to ensure compliance with federal, state, and local sewer use regulations; performs related duties as required.

**EXAMPLES OF WORK** (Any one position may not include all of the duties listed, nor do the examples cover all of the duties that may be performed.)

Analyzes industrial manufacturing operations and processes to ensure proper categorization and conformance with sewer use regulations and environmental laws;

Reviews and evaluates analytical data and facility activities from City and industrial user sampling for compliance with City Code, permit conditions, and federal regulations;

Prepares letters of compliance or notice of violations;

Writes and prepares wastewater and company fact sheets for permitted facilities;

Writes and devises the schedule of compliance outlined in each wastewater discharge permit;

Reviews remedial action plans, ~~spill prevention control and countermeasures~~ **slug control** plans, storm water pollution prevention plans, toxic organic management plans, requests for permit applications or modifications, blueprints, operational manuals, and other correspondence/plans;

Prepares work schedule, initially approves leave requests and provides feedback on performance to wastewater pretreatment technicians;

Compiles written reports of investigations, findings, and actions taken and/or recommended;

Inspects sewers and storm drains to determine presence of explosive gases and other pollutants, using gas-analysis equipment and field test kits;

Coordinates with current or potential industrial customers on questions or problems;

Participates in the review of pretreatment system and monitoring site plans;

**Participates in annual inspections of industrial users;**

May coordinate with federal agencies on investigations concerning criminal environmental activities;

May supervise subordinate staff assigned to wastewater pretreatment.

**MINIMUM QUALIFICATIONS**

Possession of a bachelor's degree in environmental science, chemistry, biology or other closely related scientific field. Substitution(s): An associate's degree in any of the above disciplines and two (2) years of experience involving wastewater operations, wastewater pretreatment monitoring, or solid waste activities may be substituted for the bachelor's degree.

Possession of a valid motor vehicle operator's license.

**KNOWLEDGE, SKILLS, AND ABILITIES**

**Considerable knowledge of federal, state, and local regulations governing wastewater pretreatment;** considerable knowledge of basic industrial processes and the characteristics of resulting wastewater; considerable knowledge of sample collection, preservation, and custody procedures and requirements; considerable knowledge of sampling, flow metering, and analytical equipment and equipment maintenance; considerable knowledge of work hazards and safety procedures; considerable knowledge of federal and local discharge limits; general knowledge of basic sanitary chemistry; some knowledge of statistics; **ability to use a computer and related software;** ability to calculate areas, volumes, and velocities; ability to read and comprehend journals, schematics, and governmental regulations; ability to write descriptive sentences; ability to communicate effectively with company representatives and the general public; ability to operate a computer and utilize industry specific software; ability to manage time and organize work load.

Probationary Period:	365 Days
Examination:	Competitive
Job Family/Group:	Labor and Maintenance/Utility Consumer Services
EEO/DOJ Job Category:	Technician
Class established:	07-24-79
Current spec:	<del>07-27-09</del>
Commission action taken:	<del>Revise</del> <del>Review/no change</del> Revise/Retitle (Wastewater Surveillance Analyst)
Last reviewed:	<del>10-28-13</del>

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The following is provided for informational purposes only. Compensation is subject to change through the Labor Relations Office of the Human Resources Department.

Compensation Plan:	CWA
Salary:	Grade 56
FLSA:	Nonexempt (overtime eligible)

**WASTEWATER PRETREATMENT ANALYST**

**DEFINITION**

Under general direction, is responsible for analyzing and monitoring industrial waste disposal facilities and processes to ensure compliance with federal, state, and local sewer use regulations; performs related duties as required.

**EXAMPLES OF WORK** (Any one position may not include all of the duties listed, nor do the examples cover all of the duties that may be performed.)

Analyzes industrial manufacturing operations and processes to ensure proper categorization and conformance with sewer use regulations and environmental laws;

Reviews and evaluates analytical data and facility activities from City and industrial user sampling for compliance with City Code, permit conditions, and federal regulations;

Prepares letters of compliance or notice of violations;

Writes and prepares wastewater and company fact sheets for permitted facilities;

Writes and devises the schedule of compliance outlined in each wastewater discharge permit;

Reviews remedial action plans, spill prevention control and countermeasure plans, storm water pollution prevention plans, toxic organic management plans, requests for permit applications or modifications, blueprints, operational manuals, and other correspondence/plans;

Prepares work schedule, initially approves leave requests and provides feedback on performance to wastewater pretreatment technicians;

Compiles written reports of investigations, findings, and actions taken and/or recommended;

Inspects sewers and storm drains to determine presence of explosive gases and other pollutants, using gas-analysis equipment and field test kits;

Coordinates with current or potential industrial customers on questions or problems;

Participates in the review of pretreatment system and monitoring site plans;

May coordinate with federal agencies on investigations concerning criminal environmental activities;

May supervise subordinate staff assigned to wastewater pretreatment.

**MINIMUM QUALIFICATIONS**

Possession of a bachelor's degree in environmental science, chemistry, biology or other closely related scientific field. Substitution(s): An associate's degree in any of the above disciplines and two (2) years of experience involving wastewater operations, wastewater pretreatment monitoring, or solid waste activities may be substituted for the bachelor's degree.

Possession of a valid motor vehicle operator's license.

**KNOWLEDGE, SKILLS, AND ABILITIES**

Considerable knowledge of basic industrial processes and the characteristics of resulting wastewater; considerable knowledge of sample collection, preservation and custody procedures and requirements; considerable knowledge of sampling, flow metering and analytical equipment and equipment maintenance; considerable knowledge of work hazards and safety procedures; considerable knowledge of federal and local discharge limits; general knowledge of basic sanitary chemistry; some knowledge of statistics; ability to calculate areas, volumes and velocities; ability to read and comprehend journals, schematics, and governmental regulations; ability to write descriptive sentences; ability to communicate effectively with company representatives and the general public; ability to operate a computer and utilize industry specific software; ability to manage time and organize work load.

Probationary Period:	365 Days
Examination:	Competitive
Job Family/Group:	Labor and Maintenance/Utility Consumer Services
EEO/DOJ Job Category:	Professional
Class established:	07-24-79
Current spec:	07-27-09
Commission action taken:	Review/no change
	Revise/Retitle (Wastewater Surveillance Analyst)
Last reviewed:	10-28-13

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The following is provided for informational purposes only. Compensation is subject to change through the Labor Relations Office of the Human Resources Department.

Compensation Plan:	CWA
Salary:	Grade 56
FLSA:	Nonexempt (overtime eligible)

**(Proposed Revised Specification)**

**WASTEWATER PRETREATMENT ANALYST**

**DEFINITION**

Under general direction, is responsible for analyzing and monitoring industrial waste disposal facilities and processes to ensure compliance with federal, state, and local sewer use regulations; performs related duties as required.

**EXAMPLES OF WORK** (Any one position may not include all of the duties listed, nor do the examples cover all of the duties that may be performed.)

Analyzes industrial manufacturing operations and processes to ensure proper categorization and conformance with sewer use regulations and environmental laws;

Reviews and evaluates analytical data and facility activities from City and industrial user sampling for compliance with City Code, permit conditions, and federal regulations;

Prepares letters of compliance or notice of violations;

Writes and prepares wastewater and company fact sheets for permitted facilities;

Writes and devises the schedule of compliance outlined in each wastewater discharge permit;

Reviews remedial action plans, slug control plans, storm water pollution prevention plans, toxic organic management plans, requests for permit applications or modifications, blueprints, operational manuals, and other correspondence/plans;

Prepares work schedule, initially approves leave requests and provides feedback on performance to wastewater pretreatment technicians;

Compiles written reports of investigations, findings, and actions taken and/or recommended;

Inspects sewers and storm drains to determine presence of explosive gases and other pollutants, using gas-analysis equipment and field test kits;

Coordinates with current or potential industrial customers on questions or problems;

Participates in the review of pretreatment system and monitoring site plans;

Participates in annual inspections of industrial users;

May coordinate with federal agencies on investigations concerning criminal environmental activities;

May supervise subordinate staff assigned to wastewater pretreatment.

**MINIMUM QUALIFICATIONS**

Possession of a bachelor's degree in environmental science, chemistry, biology or other closely related scientific field. Substitution(s): An associate's degree in any of the above disciplines and two (2) years of experience involving wastewater operations, wastewater pretreatment monitoring, or solid waste activities may be substituted for the bachelor's degree.

Possession of a valid motor vehicle operator's license.

**KNOWLEDGE, SKILLS, AND ABILITIES**

Considerable knowledge of federal, state, and local regulations governing wastewater pretreatment; considerable knowledge of basic industrial processes and the characteristics of resulting wastewater; considerable knowledge of sample collection, preservation, and custody procedures and requirements; considerable knowledge of sampling, flow metering, and analytical equipment and equipment maintenance; considerable knowledge of work hazards and safety procedures; considerable knowledge of federal and local discharge limits; general knowledge of basic sanitary chemistry; some knowledge of statistics; ability to use a computer and related software; ability to calculate areas, volumes, and velocities; ability to read and comprehend journals, schematics, and governmental regulations; ability to write descriptive sentences; ability to communicate effectively with company representatives and the general public; ability to operate a computer and utilize industry specific software; ability to manage time and organize work load.

Probationary Period:	365 Days
Examination:	Competitive
Job Family/Group:	Labor and Maintenance/Utility Consumer Services
EEO/DOJ Job Category:	Technician
Class established:	07-24-79
Current spec:	<del>07-27-00</del>
Commission action taken:	<del>Revise</del> Review/no change
	Revise/Retitle (Wastewater Surveillance Analyst)
Last reviewed:	<del>10-28-13</del>

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The following is provided for informational purposes only. Compensation is subject to change through the Labor Relations Office of the Human Resources Department.

Compensation Plan:	CWA
Salary:	Grade 56
FLSA:	Nonexempt (overtime eligible)

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Appointing Authority



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Date



MEMORANDUM

To: Commissioners:  
Grady L. Pettigrew, Jr., President  
Stefanie L. Coe, Member  
Delena Edwards, Member

From: C. Amy DeLong, Executive Director   
Michael W. Eccard, Deputy Executive Director  
Tamira M. Rollins, Personnel Administrative Manager 

Date: July 10, 2017

Subject: Request of the Civil Service Commission staff to revise the specification for the classification Wastewater Pretreatment Technician (Job Code 1860).

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ANALYSIS AND RECOMMENDATION

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Civil Service Commission staff request that the review of the specification for the classification Wastewater Pretreatment Technician (Job Code 1860). This classification was scheduled for review in response to the Commission's objective to review all classifications at least once every four or five years to ensure accuracy of the Class Plan. Wastewater Pretreatment Technician was last revised in December, 2013. There are currently two employees serving in this classification, both of whom are located in the Department of Public Utilities. As part of this review, questionnaires were sent to each employee and a follow-up interview was scheduled with both employees to discuss further the details of their job. Based upon employee feedback, staff's review of the specification, and managerial review, some revisions to the specification are proposed.

By **DEFINITION**, the Wastewater Pretreatment Technician is responsible "for installing, maintaining and using sampling and flow measurement equipment to monitor industrial wastewater in accordance with local, state and federal regulations." There are no proposed revisions to the statement.

The **EXAMPLES OF WORK** section was revised to include two additional work statements that were not previously listed on the specification but are performed by the Technicians.



Wastewater Pretreatment Technician

July 10, 2017

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The proposed statements to be added are:

- Configures sampling and flow measurement equipment to monitor wastewater discharges at industrial sites in accordance with permits;
- Communicates with industrial users to explain sampling procedures and answer any questions.

There are no proposed changes to the **MINIMUM QUALIFICATIONS** section.

It is proposed that one statement within the **KNOWLEDGE, SKILLS, AND ABILITIES** section be revised to clarify that employees in this classification are expected to lift up to one hundred (100) pounds with assistance or up to sixty (60) pounds unassisted. The language surrounding this statement is also clarified to refer to the ability to “lift” versus “exert force,” which is the current language on the specification and can be confusing.

There are no proposed changes to the **Probationary Period, Examination type, Job Family, or EEO/DOJ Job Category.**

Contacts:

Jeff Bertacchi, Pretreatment Program Manager, Sewerage and Drainage, Public Utilities  
Anthony Needles, Wastewater Pretreatment Technician, Sewerage and Drainage, Public Utilities  
Kevin Taylor, Wastewater Pretreatment Technician, Sewerage and Drainage, Public Utilities

**(Proposed Revised Specification)**

**WASTEWATER PRETREATMENT TECHNICIAN**

**DEFINITION**

Under general supervision, is responsible for installing, maintaining, and using sampling and flow measurement equipment to monitor industrial wastewater in accordance with local, state, and federal regulations; performs related duties as required.

**EXAMPLES OF WORK** (Any one position may not include all of the duties listed, nor do the examples cover all of the duties that may be performed.)

Installs and maintains sampling and flow measurement equipment in confined spaces and other locations in the sewer system;

**Configures sampling and flow measurement equipment to monitor wastewater discharges at industrial sites in accordance with permits;**

Inspects flow meters and connections for defects, damage and/or unauthorized connections; communicates concerns to industrial users;

Changes batteries and chart paper; calibrates equipment; ~~and performs other~~ maintenance and minor repairs on sampling and flow measurement equipment;

Compiles data obtained from the field, enters data into a computer, and prepares reports;

Drives to sample collection locations, picking up and delivering samples to laboratory; maintains chain-of-custody; preserves and stores samples for analysis;

Performs field tests using testing equipment to measure various levels such as pH, temperature, velocity, and dissolved oxygen;

Reads water and/or sewer meters to measure flow;

Stocks vehicle with supplies and equipment;

Cleans wastewater-sampling equipment to avoid cross contamination;

Ensures that all work is conducted in accordance with applicable safety and environmental regulations and guidelines;

**Communicates with industrial users to explain sampling procedures and answer any questions;**

May testify in judicial proceedings or enforcement hearings regarding City sampling techniques and protocol;

May enter confined spaces.

### MINIMUM QUALIFICATIONS

One (1) year of experience collecting samples, conducting laboratory or field tests, performing plumbing or mechanical maintenance work, OR a related field.

Possession of a valid motor vehicle operator's license.

### KNOWLEDGE, SKILLS, AND ABILITIES

General knowledge of field data and sample collection, preservation, and custody requirements in accordance with procedures in 40 CFR part 136 and City sampling protocol so as to be admissible in enforcement proceedings; some knowledge of the Clean Water Act and Columbus City Code as it relates to wastewater and industrial discharge; some knowledge of confined space entry and the recognition and remedy of the hazards associated with such work; some knowledge of personal protective equipment; ability to use a computer and relevant software applications; ability to follow all division safety policies and procedures; ability to perform arithmetic calculations involving fractions, decimals and percentages; ability to understand algebraic equations; ability to calculate volumes and areas; ability to read and comprehend technical manuals, diagrams and meters; ability to write notations; ability to communicate orally with others; ability climb into and out of a manhole; ability to work at depths of up to eighty (80) feet and heights of up to thirty (30) feet; ability to **lift up to ~~one~~ one hundred (100) pounds with assistance and up to sixty (60) pounds unassisted** ~~of force~~; ability to identify and distinguish colors and odors; ability to read maps, atlases, and construction drawings; ability to work in confined spaces and utilize personal protective equipment during the performance of duties for up to four (4) hours; ability to develop and maintain effective working relationships with others.

Probationary Period:	365 Days
Examination:	Competitive
Job Family/Group:	Labor and Maintenance/Utility Consumer Services
EEO/DOJ Job Category:	Technician
Class established:	07-24-79
Current spec:	<del>12-16-13</del>
Commission action taken:	<b>Revise</b> Revise/Retitle (Wastewater Pretreatment Technician I) Revise/Retitle (Wastewater Surveillance Technician I 2/25/05)
Last reviewed:	<del>12-16-13</del>

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The following is provided for informational purposes only. Compensation is subject to change through the Labor Relations Office of the Human Resources Department.

Compensation Plan:	AFSCME
Salary:	Range 19 - 24
FLSA:	Nonexempt (overtime eligible)

**WASTEWATER PRETREATMENT TECHNICIAN**

**DEFINITION**

Under general supervision, is responsible for installing, maintaining and using sampling and flow measurement equipment to monitor industrial wastewater in accordance with local, state and federal regulations; performs related duties as required.

**EXAMPLES OF WORK** (Any one position may not include all of the duties listed, nor do the examples cover all of the duties that may be performed.)

Installs and maintains sampling and flow measurement equipment in confined spaces and other locations in the sewer system;

Inspects flow meters and connections for defects, damage and/or unauthorized connections; communicates concerns to industrial users;

Changes batteries and chart paper, calibrates equipment and performs other maintenance and minor repairs on sampling and flow measurement equipment;

Compiles data obtained from the field, enters data into a computer, and prepares reports;

Drives to sample collection locations, picking up and delivering samples to laboratory; maintains chain-of-custody; preserves and stores samples for analysis;

Performs field tests using testing equipment to measure various levels such as pH, temperature, velocity, and dissolved oxygen;

Reads water and/or sewer meters to measure flow;

Stocks vehicle with supplies and equipment;

Cleans wastewater-sampling equipment to avoid cross contamination;

Ensures that all work is conducted in accordance with applicable safety and environmental regulations and guidelines;

May testify in judicial proceedings or enforcement hearings regarding City sampling techniques and protocol;

May enter confined spaces.

**MINIMUM QUALIFICATIONS**

One (1) year of experience collecting samples, conducting laboratory or field tests, performing plumbing or mechanical maintenance work, OR a related field.

Possession of a valid motor vehicle operator's license.

**KNOWLEDGE, SKILLS, AND ABILITIES**

General knowledge of field data and sample collection, preservation, and custody requirements in accordance with procedures in 40 CFR part 136 and City sampling protocol so as to be admissible in enforcement proceedings; some knowledge of the Clean Water Act and Columbus City Code as it relates to wastewater and industrial discharge; some knowledge of confined space entry and the recognition and remedy of the hazards associated with such work; some knowledge of personal protective equipment; ability to use a computer and relevant software applications; ability to follow all division safety policies and procedures; ability to perform arithmetic calculations involving fractions, decimals and percentages; ability to understand algebraic equations; ability to calculate volumes and areas; ability to read and comprehend technical manuals, diagrams and meters; ability to write notations; ability to communicate orally with others; ability climb into and out of a manhole; ability to work at depths of up to eighty (80) feet and heights of up to thirty (30) feet; ability to exert one hundred (100) pounds of force; ability to identify and distinguish colors and odors; ability to read maps, atlases, and construction drawings; ability to work in confined spaces and utilize personal protective equipment during the performance of duties for up to four (4) hours; ability to develop and maintain effective working relationships with others.

Probationary Period:	365 Days
Examination:	Competitive
Job Family/Group:	Labor and Maintenance/Utility Consumer Services
EEO/DOJ Job Category:	Technician
Class established:	07-24-79
Current spec:	12-16-13
Commission action taken:	Revise/Retitle (Wastewater Pretreatment Technician I) Revise/Retitle (Wastewater Surveillance Technician I 2/25/05)
Last reviewed:	12-16-13

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The following is provided for informational purposes only. Compensation is subject to change through the Labor Relations Office of the Human Resources Department.

Compensation Plan:	AFSCME
Salary:	Range 19 - 24
FLSA:	Nonexempt (overtime eligible)

**(Proposed Revised Specification)**

**WASTEWATER PRETREATMENT TECHNICIAN**

**DEFINITION**

Under general supervision, is responsible for installing, maintaining, and using sampling and flow measurement equipment to monitor industrial wastewater in accordance with local, state, and federal regulations; performs related duties as required.

**EXAMPLES OF WORK** (Any one position may not include all of the duties listed, nor do the examples cover all of the duties that may be performed.)

Installs and maintains sampling and flow measurement equipment in confined spaces and other locations in the sewer system;

Configures sampling and flow measurement equipment to monitor wastewater discharges at industrial sites in accordance with permits;

Inspects flow meters and connections for defects, damage and/or unauthorized connections; communicates concerns to industrial users;

Changes batteries and chart paper; calibrates equipment; performs maintenance and minor repairs on sampling and flow measurement equipment;

Compiles data obtained from the field, enters data into a computer, and prepares reports;

Drives to sample collection locations, picking up and delivering samples to laboratory; maintains chain-of-custody; preserves and stores samples for analysis;

Performs field tests using testing equipment to measure various levels such as pH, temperature, velocity, and dissolved oxygen;

Reads water and/or sewer meters to measure flow;

Stocks vehicle with supplies and equipment;

Cleans wastewater-sampling equipment to avoid cross contamination;

Ensures that all work is conducted in accordance with applicable safety and environmental regulations and guidelines;

Communicates with industrial users to explain sampling procedures and answer any questions;

May testify in judicial proceedings or enforcement hearings regarding City sampling techniques and protocol;

May enter confined spaces.

### **MINIMUM QUALIFICATIONS**

One (1) year of experience collecting samples, conducting laboratory or field tests, performing plumbing or mechanical maintenance work, OR a related field.

Possession of a valid motor vehicle operator's license.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

General knowledge of field data and sample collection, preservation, and custody requirements in accordance with procedures in 40 CFR part 136 and City sampling protocol so as to be admissible in enforcement proceedings; some knowledge of the Clean Water Act and Columbus City Code as it relates to wastewater and industrial discharge; some knowledge of confined space entry and the recognition and remedy of the hazards associated with such work; some knowledge of personal protective equipment; ability to use a computer and relevant software applications; ability to follow all division safety policies and procedures; ability to perform arithmetic calculations involving fractions, decimals and percentages; ability to understand algebraic equations; ability to calculate volumes and areas; ability to read and comprehend technical manuals, diagrams and meters; ability to write notations; ability to communicate orally with others; ability climb into and out of a manhole; ability to work at depths of up to eighty (80) feet and heights of up to thirty (30) feet; ability to lift up to one hundred (100) pounds with assistance and up to sixty (60) pounds unassisted; ability to identify and distinguish colors and odors; ability to read maps, atlases, and construction drawings; ability to work in confined spaces and utilize personal protective equipment during the performance of duties for up to four (4) hours; ability to develop and maintain effective working relationships with others.

Probationary Period:	365 Days
Examination:	Competitive
Job Family/Group:	Labor and Maintenance/Utility Consumer Services
EEO/DOJ Job Category:	Technician
Class established:	07-24-79
Current spec:	<del>12-16-13</del>
Commission action taken:	<b>Revise</b> Revise/Retitle (Wastewater Pretreatment Technician I) Revise/Retitle (Wastewater Surveillance Technician I 2/25/05)
Last reviewed:	<del>12-16-13</del>

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The following is provided for informational purposes only. Compensation is subject to change through the Labor Relations Office of the Human Resources Department.

Compensation Plan:	AFSCME
Salary:	Range 19 - 24
FLSA:	Nonexempt (overtime eligible)



MEMORANDUM

To: Commissioners:  
Grady L. Pettigrew, Jr., President  
Stefanie L. Coe, Member  
Delena Edwards, Member

From: C. Amy DeLong, Executive Director *Amy DeLong*  
Michael W. Eccard, Deputy Executive Director  
Tamira M. Rollins, Personnel Administrative Manager *mm*

Date: July 14, 2017

Subject: Request of the Civil Service Commission staff to revise the specification for the classification Project Manager, retitle it to read Technology Project Manager, and amend Rule XI accordingly (Job Code 0070).

ANALYSIS AND RECOMMENDATION

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In an electronic memorandum received from the Department of Technology, some proposed changes to the MINIMUM QUALIFICATIONS to the specification for the Project Manager (Job Code 0070) classification have been requested. Specifically, department representatives would like to have an experience substitution included on this classification similar to what is included on the majority of the City's Technology specific classifications. Years ago, when the City was consolidating Technology functions across the City to a single department, the decision was made that an experience substitution for education was indeed appropriate for Technology specific classifications. It is important to note that this decision only applied to those classifications that are technology specific and used only in the Department of Technology. Still, Commission staff largely deferred to department representatives in Technology as to when to include the experience substitution and when not to. When the Project Manager series was first created, Technology representatives at that time were not interested in the experience substitution being included in the Minimum Qualifications. However, it is now requested that this substitution be added for the Project Manager classification as well.

Commission staff is also requesting that this classification be retitled to read Technology Project Manager. While this classification has only been used in the Department of Technology



Project Manager

July 14, 2017

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and the body of the specification is written very clearly to denote that it is technology projects that are being managed, many departments inquire about using this classification within their own department for their own vast array of projects. The proposed retitle will hopefully signify early on that this classification exists to manage technology projects. Similarly a **GUIDELINES FOR CLASS USE** is also proposed that states that this classification is restricted to use within the Department of Technology. Additionally, some minor revisions are proposed throughout the **EXAMPLES OF WORK** section to improve overall accuracy.

There are no other proposed changes to the specification.

Contacts:

Drusilla Collins, Department Human Resources Officer, Department of Technology

Pamela Hykes O'Grady, Department Deputy Director (U), Department of Technology

Samuel Orth, Technology Director/CIO (U), Department of Technology

Richard Wagner, Department Deputy Director (Technology) (U), Department of Technology

**(Proposed Revised and Retitled Specification)**

***TECHNOLOGY PROJECT MANAGER***

**DEFINITION**

Under general direction, is responsible for researching, designing, and managing Citywide information technology projects and/or for developing departmental policies and standards; performs related duties as required.

**EXAMPLES OF WORK** (Any one position may not include all of the duties listed, nor do the examples cover all of the duties that may be performed.)

Formulates, designs, and coordinates the development of information technology projects using scientific analysis to predict and measure outcome and consequence of design;

Directs the activities of and provides consultation to ~~divisional~~ personnel assigned to specific information technology projects;

Oversees and monitors the performance and progress of information technology projects to ensure timely completion and conformance to the Department of Technology's goals and objectives;

Develops and implements Departmental policies, procedures, and standards to be applied towards the design, selection, integration and implementation of information technology projects;

Serves as project consultant for the design, selection, integration and implementation of Citywide information technology projects;

Manages City contracts with service providers responsible for assisting the City with the design, selection, integration and implementation of Citywide information technology projects;

Keeps the ~~Director~~ ~~Chief Technology Officer~~ informed of all situations relating to or impacting successful completion of information technology projects;

Attends state, regional, and national conferences, as required, to gather information regarding new technology for the enhancement of existing projects and the development of new projects;

Represents the ~~Director~~ ~~Chief Technology Officer~~ at public meetings, conferences, hearings and other activities that relate to information technology projects.

**GUIDELINES FOR CLASS USE**

**This classification is restricted to use within the Department of Technology.**

**MINIMUM QUALIFICATIONS**

Possession of a bachelor's degree and four (4) years of experience managing information technology projects from design through implementation. Substitution(s): A valid certification as a Project Management Professional (PMP) awarded by the Project Management Institute (PMI) may be substituted for the required education and experience. A master's degree in computer science or closely related field may be substituted for one (1) year of the required experience. **Additional years of experience as listed above may substitute for the educational requirement on a year-for-year basis.**

**KNOWLEDGE, SKILLS, AND ABILITIES**

Thorough knowledge of the objectives, methods, systems and applications of information systems; thorough knowledge of information systems strategies and methodologies; considerable knowledge of the organizational structure, operating functions and purposes, governing laws and regulations of city government; considerable knowledge of computer design principles, methods, and techniques; general knowledge of client/server technology; general knowledge of relational database architecture, current operating systems, distributed system technologies and network operating systems; skill in public speaking; skill in operating information systems; ability to present technical information to diverse audiences; ability to review, analyze, and evaluate data objectively and make appropriate recommendations; ability to establish reasonable time-frames for projects; ability to analyze, revise, and meet project deadlines; ability to negotiate service contracts; ability to plan, coordinate and evaluate work activities; ability to write complex and technical reports; ability to develop and maintain cooperative working relationships.

Probationary Period:	365 Days
Examination:	Noncompetitive
Job Family/Group:	Applied Sciences/Information Technology
EEO/DOJ Job Category:	Professional
Class established:	03-15-99
Current spec:	<del>08-03-00</del>
Commission action take:	<b>Revise/Retitle (Project Manager 7/31/17)</b> <del>Review/no change</del> Retitle (Executive Assistant to the Chief Technology Officer 4/26/99)
Last reviewed:	<del>06-29-15</del>

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The following is provided for informational purposes only. Compensation is subject to change through the Labor Relations Office of the Human Resources Department.

Compensation Plan:	MCP
Salary:	Grade 95
FLSA:	Exempt (overtime ineligible)

## PROJECT MANAGER

### **DEFINITION**

Under general direction, is responsible for researching, designing, and managing Citywide information technology projects and/or for developing departmental policies and standards; performs related duties as required.

**EXAMPLES OF WORK** (Any one position may not include all of the duties listed, nor do the examples cover all of the duties that may be performed.)

Formulates, designs, and coordinates the development of information technology projects using scientific analysis to predict and measure outcome and consequence of design;

Directs the activities of and provides consultation to divisional personnel assigned to specific information technology projects;

Oversees and monitors the performance and progress of information technology projects to ensure timely completion and conformance to the Department of Technology's goals and objectives;

Develops and implements Departmental policies, procedures, and standards to be applied towards the design, selection, integration and implementation of information technology projects;

Serves as project consultant for the design, selection, integration and implementation of Citywide information technology projects;

Manages City contracts with service providers responsible for assisting the City with the design, selection, integration and implementation of Citywide information technology projects;

Keeps the Chief Technology Officer informed of all situations relating to or impacting successful completion of information technology projects;

Attends state, regional, and national conferences, as required, to gather information regarding new technology for the enhancement of existing projects and the development of new projects;

Represents the Chief Technology Officer at public meetings, conferences, hearings and other activities that relate to information technology projects.

**MINIMUM QUALIFICATIONS**

Possession of a bachelor's degree and four (4) years of experience managing information technology projects from design through implementation. Substitution(s): A valid certification as a Project Management Professional (PMP) awarded by the Project Management Institute (PMI) may be substituted for the required education and experience. A master's degree in computer science or closely related field may be substituted for one (1) year of the required experience.

**KNOWLEDGE, SKILLS, AND ABILITIES**

Thorough knowledge of the objectives, methods, systems and applications of information systems; thorough knowledge of information systems strategies and methodologies; considerable knowledge of the organizational structure, operating functions and purposes, governing laws and regulations of city government; considerable knowledge of computer design principles, methods, and techniques; general knowledge of client/server technology; general knowledge of relational database architecture, current operating systems, distributed system technologies and network operating systems; skill in public speaking; skill in operating information systems; ability to present technical information to diverse audiences; ability to review, analyze, and evaluate data objectively and make appropriate recommendations; ability to establish reasonable time-frames for projects; ability to analyze, revise, and meet project deadlines; ability to negotiate service contracts; ability to plan, coordinate and evaluate work activities; ability to write complex and technical reports; ability to develop and maintain cooperative working relationships.

Probationary Period:	365 Days
Examination:	Noncompetitive
Job Family/Group:	Applied Sciences/Information Technology
EEO/DOJ Job Category:	Professional
Class established:	03-15-99
Current spec:	08-03-00
Commission action take:	Review/no change
	Retitle (Executive Assistant to the Chief Technology Officer 4/26/99)
Last reviewed:	06-29-15

---

The following is provided for informational purposes only. Compensation is subject to change through the Labor Relations Office of the Human Resources Department.

Compensation Plan:	MCP
Salary:	Grade 95
FLSA:	Exempt (overtime ineligible)

**(Proposed Revised and Retitled Specification)**

**TECHNOLOGY PROJECT MANAGER**

**DEFINITION**

Under general direction, is responsible for researching, designing, and managing Citywide information technology projects and/or for developing departmental policies and standards; performs related duties as required.

**EXAMPLES OF WORK** (Any one position may not include all of the duties listed, nor do the examples cover all of the duties that may be performed.)

Formulates, designs, and coordinates the development of information technology projects using scientific analysis to predict and measure outcome and consequence of design;

Directs the activities of and provides consultation to personnel assigned to specific information technology projects;

Oversees and monitors the performance and progress of information technology projects to ensure timely completion and conformance to the Department of Technology's goals and objectives;

Develops and implements Departmental policies, procedures, and standards to be applied towards the design, selection, integration and implementation of information technology projects;

Serves as project consultant for the design, selection, integration and implementation of Citywide information technology projects;

Manages City contracts with service providers responsible for assisting the City with the design, selection, integration and implementation of Citywide information technology projects;

Keeps the Director informed of all situations relating to or impacting successful completion of information technology projects;

Attends state, regional, and national conferences, as required, to gather information regarding new technology for the enhancement of existing projects and the development of new projects;

Represents the Director at public meetings, conferences, hearings and other activities that relate to information technology projects.

**GUIDELINES FOR CLASS USE**

This classification is restricted to use within the Department of Technology.

**MINIMUM QUALIFICATIONS**

Possession of a bachelor's degree and four (4) years of experience managing information technology projects from design through implementation. Substitution(s): A valid certification as a Project Management Professional (PMP) awarded by the Project Management Institute (PMI) may be substituted for the required education and experience. A master's degree in computer science or closely related field may be substituted for one (1) year of the required experience. Additional years of experience as listed above may substitute for the educational requirement on a year-for-year basis.

**KNOWLEDGE, SKILLS, AND ABILITIES**

Thorough knowledge of the objectives, methods, systems and applications of information systems; thorough knowledge of information systems strategies and methodologies; considerable knowledge of the organizational structure, operating functions and purposes, governing laws and regulations of city government; considerable knowledge of computer design principles, methods, and techniques; general knowledge of client/server technology; general knowledge of relational database architecture, current operating systems, distributed system technologies and network operating systems; skill in public speaking; skill in operating information systems; ability to present technical information to diverse audiences; ability to review, analyze, and evaluate data objectively and make appropriate recommendations; ability to establish reasonable time-frames for projects; ability to analyze, revise, and meet project deadlines; ability to negotiate service contracts; ability to plan, coordinate and evaluate work activities; ability to write complex and technical reports; ability to develop and maintain cooperative working relationships.

Probationary Period: 365 Days  
Examination: Noncompetitive

Job Family/Group: Executive  
EEO/DOJ Job Category: Professional

Class established: 03-15-99  
Current spec: ~~08-03-00~~

Commission action take: **Revise/Retitle (Project Manager 7/31/17)** ~~Review/no change~~  
Retitle (Executive Assistant to the Chief Technology Officer 4/26/99)

Last reviewed: ~~06-29-15~~

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The following is provided for informational purposes only. Compensation is subject to change through the Labor Relations Office of the Human Resources Department.

Compensation Plan: MCP  
Salary: Grade 95  
FLSA: Exempt (overtime ineligible)

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Appointing Authority



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Date



MEMORANDUM

To: Commissioners:  
Grady L. Pettigrew, Jr., President  
Stefanie L. Coe, Member  
Delena Edwards, Member

From: C. Amy DeLong, Executive Director   
Michael W. Eccard, Deputy Executive Director  
Tamira M. Rollins, Personnel Administrative Manager 

Date: July 14, 2017

Subject: Request of the Civil Service Commission staff to revise the specification for the classification Senior Project Manager, retitle it to read Senior Technology Project Manager, and amend Rule XI accordingly (Job Code 0071).

ANALYSIS AND RECOMMENDATION

In an electronic memorandum received from the Department of Technology, some proposed changes to the **MINIMUM QUALIFICATIONS** to the specification for the Senior Project Manager (Job Code 0071) classification have been requested. Specifically, department representatives would like to have an experience substitution included on this classification, similar to what is included on the majority of the City's Technology specific classifications. Years ago, when the City was consolidating Technology functions across the City to a single department, the decision was made that an experience substitution for education was indeed appropriate for technology specific classifications. It is important to note that this decision only applied to those classifications that are Technology specific and used only in the Department of Technology. Still, Commission staff largely deferred to department representatives in Technology as to when to include the experience substitution and when not to. When the Senior Project Manager series was first created, Technology representatives at that time were not interested in the experience substitution being included in the Minimum Qualifications. However, it is now requested that this substitution be added for the Senior Project Manager classification as well.

Commission staff is also requesting that this classification be retitled to read Senior Technology Project Manager. While this classification has only been used in the Department of



Senior Project Manager  
July 14, 2017  
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Technology and the body of the specification is written very clearly to denote that it is technology projects that are being managed, many departments inquire about using this classification within their own department for their own vast array of projects. The proposed retitle will hopefully signify early on that this classification exists to manage technology projects. Similarly a **GUIDELINES FOR CLASS USE** is also proposed that clearly states that this classification is restricted to use within the Department of Technology. Additionally, some minor revisions are proposed throughout the **EXAMPLES OF WORK** section to improve overall accuracy.

There are no other proposed changes to the specification.

Contacts:

Drusilla Collins, Department Human Resources Officer, Department of Technology  
Pamela Hykes O'Grady, Department Deputy Director (U), Department of Technology  
Samuel Orth, Technology Director/CIO (U), Department of Technology  
Richard Wagner, Department Deputy Director (Technology) (U), Department of Technology

**(Proposed Revised and Retitled Specification)**

**SENIOR *TECHNOLOGY* PROJECT MANAGER**

**DEFINITION**

Under general direction, is responsible for the oversight and direction of project management staff engaged in researching, designing, and managing Citywide information technology projects; performs related duties as required.

**EXAMPLES OF WORK** (Any one position may not include all of the duties listed, nor do the examples cover all of the duties that may be performed.)

Supervises project management staff to include conducting performance appraisals, approving leave requests, and recommending disciplinary action;

Provides guidance and consultation to project management staff with regard to the technical aspects and administrative constraints of projects in order to meet City objectives;

Directs the development of information technology projects using scientific analysis to predict and measure outcome and consequence of design;

Advises Department of Technology staff and other City department and division representatives on the status, progress, and projected completion dates;

Oversees and monitors the performance and progress of information technology projects to ensure timely completion and conformance to the Department of Technology's goals and objectives;

Develops and implements Departmental policies, procedures, and standards to be applied towards the design, selection, integration and implementation of information technology projects;

Monitors City contracts with service providers responsible for assisting the City with the design, selection, integration and implementation of Citywide information technology projects;

Keeps the ~~Director~~**Chief Technology Officer** informed of all situations relating to or impacting successful completion of information technology projects;

Attends state, regional, and national conferences, as required, to gather information regarding new technology for the enhancement of existing projects and the development of new projects;

Represents the ~~Director~~**Chief Technology Officer** at public meetings, conferences, hearings and other activities that relate to information technology projects.

May serve as the project consultant for the design, selection, integration and implementation of Citywide information technology projects.

**GUIDELINES FOR CLASS USE**

This ~~is a single position classification~~ ~~is and~~ restricted to **use within** the Department of Technology.

**MINIMUM QUALIFICATIONS**

Possession of a bachelor's degree and six (6) years of experience managing information technology projects from initiation through closure. Substitution(s): A valid certification as a Project Management Professional (PMP) awarded by the Project Management Institute (PMI) may be substituted for the bachelor's degree and four (4) years of the required experience. A master's degree in computer science or closely related field may be substituted for one (1) year of the required experience. **Additional years of experience as listed above may substitute for the educational requirement on a year-for-year basis.**

**KNOWLEDGE, SKILLS, AND ABILITIES**

Thorough knowledge of the concepts and methodologies contained in the project management book of knowledge (PMBOK); thorough knowledge of the objectives, methods, systems and applications of information systems; thorough knowledge of information systems strategies and methodologies; considerable knowledge of the organizational structure, operating functions and purposes, governing laws and regulations of city government; considerable knowledge of computer design principles, methods, and techniques; general knowledge of client/server technology; general knowledge of relational database architecture, current operating systems, distributed system technologies and network operating systems; skill in public speaking; skill in operating information systems; ability to present technical information to diverse audiences; ability to review, analyze, and evaluate data objectively and make appropriate recommendations; ability to establish reasonable time-frames for projects; ability to analyze, revise, and meet project deadlines; ability to negotiate service contracts; ability to plan, coordinate and evaluate work activities; ability to write complex and technical reports; ability to develop and maintain cooperative working relationships.

Probationary Period:	365 Days
Examination:	Noncompetitive
Job Family/Group:	Applied Sciences/Information Technology
EEO/DOJ Job Category:	Professional
Class established:	03-25-02
Current spec:	<del>02-27-12</del>
Commission action taken:	<b>Revise/Retitle</b> (Senior Project Manager 7/31/17) <del>Revise</del>
Last reviewed:	<del>02-27-12</del>

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The following is provided for informational purposes only. Compensation is subject to change through the Labor Relations Office of the Human Resources Department.

Compensation Plan:	MCP
Salary:	Grade 96
FLSA:	Exempt (overtime ineligible)

**SENIOR PROJECT MANAGER**

**DEFINITION**

Under general direction, is responsible for the oversight and direction of project management staff engaged in researching, designing, and managing Citywide information technology projects; performs related duties as required.

**EXAMPLES OF WORK** (May not include all of the duties that may be performed.)

Supervises project management staff to include conducting performance appraisals, approving leave requests, and recommending disciplinary action;

Provides guidance and consultation to project management staff with regard to the technical aspects and administrative constraints of projects in order to meet City objectives;

Directs the development of information technology projects using scientific analysis to predict and measure outcome and consequence of design;

Advises Department of Technology staff and other City department and division representatives on the status, progress, and projected completion dates;

Oversees and monitors the performance and progress of information technology projects to ensure timely completion and conformance to the Department of Technology's goals and objectives;

Develops and implements Departmental policies, procedures, and standards to be applied towards the design, selection, integration and implementation of information technology projects;

Monitors City contracts with service providers responsible for assisting the City with the design, selection, integration and implementation of Citywide information technology projects;

Keeps the Chief Technology Officer informed of all situations relating to or impacting successful completion of information technology projects;

Attends state, regional, and national conferences, as required, to gather information regarding new technology for the enhancement of existing projects and the development of new projects;

Represents the Chief Technology Officer at public meetings, conferences, hearings and other activities that relate to information technology projects.

May serve as the project consultant for the design, selection, integration and implementation of Citywide information technology projects.

**GUIDELINES FOR CLASS USE**

This is a single position classification and restricted to the Department of Technology.

**MINIMUM QUALIFICATIONS**

Possession of a bachelor's degree and six (6) years of experience managing information technology projects from initiation through closure. Substitution(s): A valid certification as a Project Management Professional (PMP) awarded by the Project Management Institute (PMI) may be substituted for the bachelor's degree and four (4) years of the required experience. A master's degree in computer science or closely related field may be substituted for one (1) year of the required experience.

**KNOWLEDGE, SKILLS, AND ABILITIES**

Thorough knowledge of the concepts and methodologies contained in the project management book of knowledge (PMBOK); thorough knowledge of the objectives, methods, systems and applications of information systems; thorough knowledge of information systems strategies and methodologies; considerable knowledge of the organizational structure, operating functions and purposes, governing laws and regulations of city government; considerable knowledge of computer design principles, methods, and techniques; general knowledge of client/server technology; general knowledge of relational database architecture, current operating systems, distributed system technologies and network operating systems; skill in public speaking; skill in operating information systems; ability to present technical information to diverse audiences; ability to review, analyze, and evaluate data objectively and make appropriate recommendations; ability to establish reasonable time-frames for projects; ability to analyze, revise, and meet project deadlines; ability to negotiate service contracts; ability to plan, coordinate and evaluate work activities; ability to write complex and technical reports; ability to develop and maintain cooperative working relationships.

Probationary Period:	365 Days
Examination:	Noncompetitive
Job Family/Group:	Applied Sciences/Information Technology
EEO/DOJ Job Category:	Professional
Class established:	03-25-02
Current spec:	02-27-12
Commission action taken:	Revise
Last reviewed:	02-27-12

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The following is provided for informational purposes only. Compensation is subject to change through the Labor Relations Office of the Human Resources Department.

Compensation Plan:	MCP
Salary:	Grade 96
FLSA:	Exempt (overtime ineligible)

**(Proposed Revised and Retitled Specification)**

**SENIOR TECHNOLOGY PROJECT MANAGER**

**DEFINITION**

Under general direction, is responsible for the oversight and direction of project management staff engaged in researching, designing, and managing Citywide information technology projects; performs related duties as required.

**EXAMPLES OF WORK** (Any one position may not include all of the duties listed, nor do the examples cover all of the duties that may be performed.)

Supervises project management staff to include conducting performance appraisals, approving leave requests, and recommending disciplinary action;

Provides guidance and consultation to project management staff with regard to the technical aspects and administrative constraints of projects in order to meet City objectives;

Directs the development of information technology projects using scientific analysis to predict and measure outcome and consequence of design;

Advises Department of Technology staff and other City department and division representatives on the status, progress, and projected completion dates;

Oversees and monitors the performance and progress of information technology projects to ensure timely completion and conformance to the Department of Technology's goals and objectives;

Develops and implements Departmental policies, procedures, and standards to be applied towards the design, selection, integration and implementation of information technology projects;

Monitors City contracts with service providers responsible for assisting the City with the design, selection, integration and implementation of Citywide information technology projects;

Keeps the Director informed of all situations relating to or impacting successful completion of information technology projects;

Attends state, regional, and national conferences, as required, to gather information regarding new technology for the enhancement of existing projects and the development of new projects;

Represents the Director at public meetings, conferences, hearings and other activities that relate to information technology projects.

May serve as the project consultant for the design, selection, integration and implementation of Citywide information technology projects.

**GUIDELINES FOR CLASS USE**

This classification is restricted to use within the Department of Technology.

**MINIMUM QUALIFICATIONS**

Possession of a bachelor's degree and six (6) years of experience managing information technology projects from initiation through closure. Substitution(s): A valid certification as a Project Management Professional (PMP) awarded by the Project Management Institute (PMI) may be substituted for the bachelor's degree and four (4) years of the required experience. A master's degree in computer science or closely related field may be substituted for one (1) year of the required experience. Additional years of experience as listed above may substitute for the educational requirement on a year-for-year basis.

**KNOWLEDGE, SKILLS, AND ABILITIES**

Thorough knowledge of the concepts and methodologies contained in the project management book of knowledge (PMBOK); thorough knowledge of the objectives, methods, systems and applications of information systems; thorough knowledge of information systems strategies and methodologies; considerable knowledge of the organizational structure, operating functions and purposes, governing laws and regulations of city government; considerable knowledge of computer design principles, methods, and techniques; general knowledge of client/server technology; general knowledge of relational database architecture, current operating systems, distributed system technologies and network operating systems; skill in public speaking; skill in operating information systems; ability to present technical information to diverse audiences; ability to review, analyze, and evaluate data objectively and make appropriate recommendations; ability to establish reasonable time-frames for projects; ability to analyze, revise, and meet project deadlines; ability to negotiate service contracts; ability to plan, coordinate and evaluate work activities; ability to write complex and technical reports; ability to develop and maintain cooperative working relationships.

Probationary Period:	365 Days
Examination:	Noncompetitive
Job Family/Group:	Applied Sciences/Information Technology
EEO/DOJ Job Category:	Professional
Class established:	03-25-02
Current spec:	<del>02-27-12</del>
Commission action taken:	<b>Revise/Retitle (Senior Project Manager 7/31/17)</b> <del>Revise</del>
Last reviewed:	<del>02-27-12</del>

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The following is provided for informational purposes only. Compensation is subject to change through the Labor Relations Office of the Human Resources Department.

Compensation Plan:	MCP
Salary:	Grade 96
FLSA:	Exempt (overtime ineligible)

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Appointing Authority

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Date



## MEMORANDUM

To: Commissioners:  
Grady L. Pettigrew, Jr., President  
Stefanie L. Coe, Member  
Delena Edwards, Member

From: C. Amy DeLong, Executive Director *C. Amy DeLong*  
Michael W. Eccard, Deputy Executive Director  
Tamira M. Rollins, Personnel Administrative Manager *mtr*

Date: July 14, 2017

Subject: Request of the Civil Service Commission staff to revise the specification for the classification Enterprise Architect (Job Code 0565).

### ANALYSIS AND RECOMMENDATION

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In an electronic memorandum received from the Department of Technology, some proposed changes to the Enterprise Architect (Job Code 0565) have been requested in support of an anticipated reorganization of the department. Most significantly, the department plans to dissolve the divisional structure that is currently in place so all positions will eventually be allocated to 47-01. The major operational sections that would exist under this new department structure would consist of Infrastructure, Client Computing, Applications, and Data. Upon completing a review of the Class Plan and discussions with Commission staff, Technology representatives believe the existing Enterprise Architect classification could be used to fulfill the managerial role needed for each of these major operational sections. To accomplish this a revision to the **GUIDELINES FOR CLASS USE** is necessary. Currently this classification is restricted to being a single position classification. It is, therefore, proposed that the single position restriction be lifted, which would enable this classification to be used as the department intends given their plans to reorganize.

There are no other proposed revisions to the specification.

Contacts:

Drusilla Collins, Department Human Resources Officer, Department of Technology  
Pamela Hykes O'Grady, Department Deputy Director (U), Department of Technology



Enterprise Architect  
July 14, 2017  
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*(Contacts continued)*

Samuel Orth, Technology Director/CIO (U), Department of Technology  
Richard Wagner, Department Deputy Director (Technology) (U), Department of Technology

**(Proposed Revised Specification)**

**ENTERPRISE ARCHITECT**

**DEFINITION**

Under general direction, is responsible for developing, implementing, and maintaining the Department of Technology's enterprise architecture and information infrastructure, and for providing technical direction to support the City's strategic plans; performs related duties as required.

**EXAMPLES OF WORK** (Any one position may not include all of the duties listed, nor do the examples cover all of the duties that may be performed.)

Confers with cabinet-level and department personnel to determine the business requirements and IT solutions for the development and implementation of the City's technology services;

Identifies, organizes, and classifies the significant elements of the department's technology infrastructure;

Develops policies, standards, and guidelines for the selection, development, implementation, and use of information technology within the City;

Develops business, system, and technology models to link current business processes and technical assets to strategic goals and objectives; creates a framework for future technology developments;

Analyzes the hardware and software needs necessary to accomplish the business objectives specific to the City's information infrastructure;

Reviews and coordinates requests for major hardware and software purchases associated with the department's infrastructure to promote shared infrastructure and applications to reduce costs and improve information flows;

Develops strategies to maintain and enhance the level of information technology services provided to clients and citizens; recommends appropriate hardware and software additions;

Develops a prioritized list of infrastructure projects, including specifications, cost estimates, and timelines;

Collaborates with department managers to establish guidelines for data sharing, information security, and related issues;

Assists with budget planning and review.

**GUIDELINES FOR CLASS USE**

This classification is ~~a single position class and is~~ restricted to use within the Department of Technology.

**MINIMUM QUALIFICATIONS**

Possession of a bachelor's degree and five (5) years' experience in project management, application design, usability analysis, web application development, or information security. Substitution(s): A master's degree may substitute for one (1) year of the required experience. Additional years of experience in the specific fields listed above may substitute for the educational requirements on a year-for-year basis.

**KNOWLEDGE, SKILLS, AND ABILITIES**

Thorough knowledge of business needs analysis; thorough knowledge of the concepts and principles of information architecture and information flow; considerable knowledge of HTML, XML, .NET, Share Point Services and other related language and software; considerable knowledge of usability testing, metadata, portal technologies; considerable knowledge of computer hardware; considerable knowledge of modeling tools (Rose, Visio ,etc.), considerable knowledge of languages (UML, etc.) and associated processes (RUP, object-oriented analysis and design, etc); ability to use logic and reasoning to analyze complex problems, ability to write clearly and concisely; ability to communicate effectively to a wide range of people; ability to maintain attention to detail; ability to conceptualize abstract ideas and translate into concrete actions; ability to develop and maintain good working relationships.

Probationary Period:	365 Days
Examination:	Noncompetitive
Job Family/Group:	Applied Sciences/Information Technology
EEO/DOJ Job Category:	Professional
Class established:	02-25-08
Current spec:	<del>02-25-08</del>
Commission action taken:	<b>Revise</b> <del>Review/no change</del>
Last reviewed:	<del>04-03-17</del>

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The following is provided for informational purposes only. Compensation is subject to change through the Labor Relations Office of the Human Resources Department.

Compensation Plan:	MCP
Salary:	Grade 97
FLSA:	Exempt (Overtime ineligible)

**ENTERPRISE ARCHITECT**

**DEFINITION**

Under general direction, is responsible for developing, implementing, and maintaining the Department of Technology's enterprise architecture and information infrastructure, and for providing technical direction to support the City's strategic plans; performs related duties as required.

**EXAMPLES OF WORK** (May not include all of the duties that may be performed.)

Confers with cabinet-level and department personnel to determine the business requirements and IT solutions for the development and implementation of the City's technology services;

Identifies, organizes, and classifies the significant elements of the department's technology infrastructure;

Develops policies, standards, and guidelines for the selection, development, implementation, and use of information technology within the City;

Develops business, system, and technology models to link current business processes and technical assets to strategic goals and objectives; creates a framework for future technology developments;

Analyzes the hardware and software needs necessary to accomplish the business objectives specific to the City's information infrastructure;

Reviews and coordinates requests for major hardware and software purchases associated with the department's infrastructure to promote shared infrastructure and applications to reduce costs and improve information flows;

Develops strategies to maintain and enhance the level of information technology services provided to clients and citizens; recommends appropriate hardware and software additions;

Develops a prioritized list of infrastructure projects, including specifications, cost estimates, and timelines;

Collaborates with department managers to establish guidelines for data sharing, information security, and related issues;

Assists with budget planning and review.

**GUIDELINES FOR CLASS USE**

This classification is a single position class and is restricted to use within the Department of Technology.

**MINIMUM QUALIFICATIONS**

Possession of a bachelor's degree and five (5) years' experience in project management, application design, usability analysis, web application development, or information security. Substitution(s): A master's degree may substitute for one (1) year of the required experience. Additional years of experience in the specific fields listed above may substitute for the educational requirements on a year-for-year basis.

**KNOWLEDGE, SKILLS, AND ABILITIES**

Thorough knowledge of business needs analysis; thorough knowledge of the concepts and principles of information architecture and information flow; considerable knowledge of HTML, XML, .NET, Share Point Services and other related language and software; considerable knowledge of usability testing, metadata, portal technologies; considerable knowledge of computer hardware; considerable knowledge of modeling tools (Rose, Visio ,etc.), considerable knowledge of languages (UML, etc.) and associated processes (RUP, object-oriented analysis and design, etc); ability to use logic and reasoning to analyze complex problems, ability to write clearly and concisely; ability to communicate effectively to a wide range of people; ability to maintain attention to detail; ability to conceptualize abstract ideas and translate into concrete actions; ability to develop and maintain good working relationships.

Probationary Period:	365 Days
Examination:	Noncompetitive
Job Family/Group:	Applied Sciences/Information Technology
EEO/DOJ Job Category:	Professional
Class established:	02-25-08
Current spec:	02-25-08
Commission action taken:	Review/no change
Last reviewed:	04-03-17

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The following is provided for informational purposes only. Compensation is subject to change through the Labor Relations Office of the Human Resources Department.

Compensation Plan:	MCP
Salary:	Grade 97
FLSA:	Exempt (Overtime ineligible)

**(Proposed Revised Specification)**

**ENTERPRISE ARCHITECT**

**DEFINITION**

Under general direction, is responsible for developing, implementing, and maintaining the Department of Technology's enterprise architecture and information infrastructure, and for providing technical direction to support the City's strategic plans; performs related duties as required.

**EXAMPLES OF WORK** (Any one position may not include all of the duties listed, nor do the examples cover all of the duties that may be performed.)

Confers with cabinet-level and department personnel to determine the business requirements and IT solutions for the development and implementation of the City's technology services;

Identifies, organizes, and classifies the significant elements of the department's technology infrastructure;

Develops policies, standards, and guidelines for the selection, development, implementation, and use of information technology within the City;

Develops business, system, and technology models to link current business processes and technical assets to strategic goals and objectives; creates a framework for future technology developments;

Analyzes the hardware and software needs necessary to accomplish the business objectives specific to the City's information infrastructure;

Reviews and coordinates requests for major hardware and software purchases associated with the department's infrastructure to promote shared infrastructure and applications to reduce costs and improve information flows;

Develops strategies to maintain and enhance the level of information technology services provided to clients and citizens; recommends appropriate hardware and software additions;

Develops a prioritized list of infrastructure projects, including specifications, cost estimates, and timelines;

Collaborates with department managers to establish guidelines for data sharing, information security, and related issues;

Assists with budget planning and review.

**GUIDELINES FOR CLASS USE**

This classification is restricted to use within the Department of Technology.

**MINIMUM QUALIFICATIONS**

Possession of a bachelor's degree and five (5) years' experience in project management, application design, usability analysis, web application development, or information security. Substitution(s): A master's degree may substitute for one (1) year of the required experience. Additional years of experience in the specific fields listed above may substitute for the educational requirements on a year-for-year basis.

**KNOWLEDGE, SKILLS, AND ABILITIES**

Thorough knowledge of business needs analysis; thorough knowledge of the concepts and principles of information architecture and information flow; considerable knowledge of HTML, XML, .NET, Share Point Services and other related language and software; considerable knowledge of usability testing, metadata, portal technologies; considerable knowledge of computer hardware; considerable knowledge of modeling tools (Rose, Visio ,etc.), considerable knowledge of languages (UML, etc.) and associated processes (RUP, object-oriented analysis and design, etc); ability to use logic and reasoning to analyze complex problems, ability to write clearly and concisely; ability to communicate effectively to a wide range of people; ability to maintain attention to detail; ability to conceptualize abstract ideas and translate into concrete actions; ability to develop and maintain good working relationships.

Probationary Period:	365 Days
Examination:	Noncompetitive
Job Family/Group:	Applied Sciences/Information Technology
EEO/DOJ Job Category:	Professional
Class established:	02-25-08
Current spec:	<del>02-25-08</del>
Commission action taken:	<b>Revised</b> <del>Review/no change</del>
Last reviewed:	<del>04-03-17</del>

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The following is provided for informational purposes only. Compensation is subject to change through the Labor Relations Office of the Human Resources Department.

Compensation Plan:	MCP
Salary:	Grade 97
FLSA:	Exempt (Overtime ineligible)



Appointing Authority \_\_\_\_\_

Date \_\_\_\_\_



MEMORANDUM

To: Commissioners:  
Grady L. Pettigrew, Jr., President  
Stefanie L. Coe, Member  
Delena Edwards, Member

From: C. Amy DeLong, Executive Director   
Tamira M. Rollins, Personnel Administrative Manager  
Charday M. Litzy-Taylor, Personnel Analyst I 

Date: June 21, 2017

Subject: Request of the Civil Service Commission staff to revise the specification for the classification Public Health Peer Advocate (Job Code 1755).

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ANALYSIS AND RECOMMENDATION

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Civil Service Commission staff request to revise the specification for the classification Public Health Peer Advocate (Job Code 1755). The review of this classification is part of the Civil Service Commission's effort to review all classifications every five years. Public Health Peer Advocate was created in July, 2012. There are currently two employees serving in this classification, located in Columbus Public Health. Questionnaires were sent to the two incumbents in this classification, however, no response was received. Based upon a review of the specification, input from the supervisor, and department representatives a minor revision is proposed.

By **DEFINITION**, Public Health Peer Advocate is responsible for providing a bridge between public health providers and clients to facilitate client needs. This Definition still accurately describes the main purpose of this classification, therefore, no changes to the Definition are recommended at this time. There is one change recommended to the **EXAMPLES OF WORK** section. It is suggested that the word "peers" be changed to "clients" in the following statement: "Shares knowledge based on personal life experiences to provide social, emotional, and practical support, or assistance to peers who share similar life experiences." As written, it seems like peer-to-peer interaction instead of peer-to-client interaction.



Public Health Peer Advocate  
June 21, 2017  
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There are no proposed changes to the **GUIDELINES FOR CLASS USE, MINIMUM QUALIFICATIONS**, or **KNOWLEDGE, SKILLS, AND ABILITIES** sections. The **Examination** type and **Probationary Period** remain unchanged. There are no other revisions proposed to the specification. It is, therefore, recommended that the classification Public Health Peer Advocate be approved as proposed.

Contact:

Esther Gillett, Public Health Program Manager II, Columbus Public Health, Family Health Division  
Kevin Williams, Department Human Resources Officer, Columbus Public Health

**(Proposed Revised Specification)**

**PUBLIC HEALTH PEER ADVOCATE**

**DEFINITION**

Under general supervision, is responsible for providing a bridge between public health providers and clients to facilitate the needs of the clients; performs related duties as required.

**EXAMPLES OF WORK** (Any one position may not include all of the duties listed, nor do the examples cover all of the duties that may be performed.)

Interacts with clients as peers sharing common experiences, building rapport and trust in order to facilitate their health care needs and improve their quality of life;

Shares knowledge based on personal life experiences to provide social, emotional, and practical support, or assistance to ~~clients~~**peers** who share similar life experiences;

Provides peer interventions to clients including coping strategies, relapse prevention, and connections to available resources in order to promote recovery;

Works in a team setting as one component of the clients' coordinated care, maintaining a relationship with the client that fosters trust and understanding, which is distinct from the provider's role;

Promotes better health for clients by providing patient education and information on designated and specific health topics;

Helps clients to identify and adopt risk reduction strategies (such as safe sex, drug treatment, needle exchange);

Participates in and/or conducts group educational sessions for a specified client population;

May travel within the community to visit with clients and groups in a variety of residential and community settings;

May communicate with individuals who have limited English language skills;

May be assigned to serve as a member of a Disaster Recovery/Business Resumption Team, Incident Response Team, or a similar public health response team which may include the conduct of operations on a 24/7 basis at remote locations.

**GUIDELINES FOR CLASS USE**

This classification is intended for use within the Columbus Public Health Department to provide advocacy and mentoring on relevant health issues via direct contact as a role model with specific population groups in one or more specific areas such as, but not limited to, the promotion of breast feeding, sexual health, and addictions.

**MINIMUM QUALIFICATIONS**

Completion of the twelfth school grade. Substitution(s): A certificate of high school equivalence (GED) will be accepted in lieu of the twelfth school grade requirement.

Some positions may require possession of a valid motor vehicle operator's license.

Some positions may require specialized skills or experiential background due to the nature of, or funding requirements for, the program.

**KNOWLEDGE, SKILLS, AND ABILITIES**

General knowledge of community organizations and resources related to assigned area within public health; general knowledge of general public health issues and concerns related to specific population groups; general knowledge of crisis intervention and problem-solving techniques; skill in demonstrating leadership through positive role modeling; ability to operate a computer and utilize related software; ability to develop and maintain effective working relationships with clients, public health staff, and healthcare professionals; ability to interact courteously and build trust within a diverse multicultural community; ability to develop and maintain cooperative relationships with diverse community groups and individuals of diverse backgrounds; ability to observe changes in a person's mental and physical condition and to effectively relay those observations; ability to communicate effectively orally and in writing; ability to understand and follow oral and written directions; ability to accurately complete forms and maintain records; ability to assist program participants with the proper completion of applications, forms, and other related documents; ability to prepare and maintain reports, records and forms; ability to read and understand written materials; ability to work independently demonstrating responsibility and reliability; ability to exercise discretion and good judgment in handling sensitive or confidential matters.

Probationary Period: 365 Days  
Examination: Noncompetitive

Job Family/Group: Health and Social Services/General Health and Social Services  
EEO/DOJ Job Category: Paraprofessional/Administrative Support

Class established: 07-30-12  
Current spec: ~~07-30-12~~  
Commission action taken: **Revise**~~Create~~  
Last reviewed: ~~07-30-12~~

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The following is provided for informational purposes only. Compensation is subject to change through the Labor Relations Office of the Human Resources Department.

Compensation Plan: AFSCME  
Salary: Grade 62  
FLSA: Nonexempt (overtime eligible)

**PUBLIC HEALTH PEER ADVOCATE**

**DEFINITION**

Under general supervision, is responsible for providing a bridge between public health providers and clients to facilitate the needs of the clients; performs related duties as required.

**EXAMPLES OF WORK** (Any one position may not include all of the duties listed, nor do the examples cover all of the duties that may be performed.)

Interacts with clients as peers sharing common experiences, building rapport and trust in order to facilitate their health care needs and improve their quality of life;

Shares knowledge based on personal life experiences to provide social, emotional, and practical support or assistance to peers who share similar life experiences;

Provides peer interventions to clients including coping strategies, relapse prevention, and connections to available resources in order to promote recovery;

Works in a team setting as one component of the clients' coordinated care, maintaining a relationship with the client that fosters trust and understanding, which is distinct from the provider's role;

Promotes better health for clients by providing patient education and information on designated and specific health topics;

Helps clients to identify and adopt risk reduction strategies (such as safe sex, drug treatment, needle exchange);

Participates in and/or conducts group educational sessions for a specified client population;

May travel within the community to visit with clients and groups in a variety of residential and community settings;

May communicate with individuals who have limited English language skills;

May be assigned to serve as a member of a Disaster Recovery/Business Resumption Team, Incident Response Team, or a similar public health response team which may include the conduct of operations on a 24/7 basis at remote locations.

**GUIDELINES FOR CLASS USE**

This classification is intended for use within the Columbus Public Health Department to provide advocacy and mentoring on relevant health issues via direct contact as a role model with specific population groups in one or more specific areas such as, but not limited to, the promotion of breast feeding, sexual health, and addictions.

**MINIMUM QUALIFICATIONS**

Completion of the twelfth school grade. Substitution(s): A certificate of high school equivalence (GED) will be accepted in lieu of the twelfth school grade requirement.

Some positions may require possession of a valid motor vehicle operator's license.

Some positions may require specialized skills or experiential background due to the nature of, or funding requirements for, the program.

**KNOWLEDGE, SKILLS, AND ABILITIES**

General knowledge of community organizations and resources related to assigned area within public health; general knowledge of general public health issues and concerns related to specific population groups; general knowledge of crisis intervention and problem-solving techniques; skill in demonstrating leadership through positive role modeling; ability to operate a computer and utilize related software; ability to develop and maintain effective working relationships with clients, public health staff, and healthcare professionals; ability to interact courteously and build trust within a diverse multicultural community; ability to develop and maintain cooperative relationships with diverse community groups and individuals of diverse backgrounds; ability to observe changes in a person's mental and physical condition and to effectively relay those observations; ability to communicate effectively orally and in writing; ability to understand and follow oral and written directions; ability to accurately complete forms and maintain records; ability to assist program participants with the proper completion of applications, forms, and other related documents; ability to prepare and maintain reports, records and forms; ability to read and understand written materials; ability to work independently demonstrating responsibility and reliability; ability to exercise discretion and good judgment in handling sensitive or confidential matters.

Probationary Period: 365 Days

Examination: Noncompetitive

Job Family/Group: Health and Social Services/General Health and Social Services  
EEO/DOJ Job Category: Paraprofessional/Administrative Support

Class Established: 07-30-12

Current Spec: 07-30-12

Commission action taken: Create

Last Reviewed: 07-30-12

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The following is provided for informational purposes only. Compensation is subject to change through the Labor Relations Office of the Human Resources Department.

Compensation Plan: AFSCME

Salary: Grade 62

FLSA: Nonexempt (overtime eligible)

**(Proposed Revised Specification)**

**PUBLIC HEALTH PEER ADVOCATE**

**DEFINITION**

Under general supervision, is responsible for providing a bridge between public health providers and clients to facilitate the needs of the clients; performs related duties as required.

**EXAMPLES OF WORK** (Any one position may not include all of the duties listed, nor do the examples cover all of the duties that may be performed.)

Interacts with clients as peers sharing common experiences, building rapport and trust in order to facilitate their health care needs and improve their quality of life;

Shares knowledge based on personal life experiences to provide social, emotional, and practical support, or assistance to clients who share similar life experiences;

Provides peer interventions to clients including coping strategies, relapse prevention, and connections to available resources in order to promote recovery;

Works in a team setting as one component of the clients' coordinated care, maintaining a relationship with the client that fosters trust and understanding, which is distinct from the provider's role;

Promotes better health for clients by providing patient education and information on designated and specific health topics;

Helps clients to identify and adopt risk reduction strategies (such as safe sex, drug treatment, needle exchange);

Participates in and/or conducts group educational sessions for a specified client population;

May travel within the community to visit with clients and groups in a variety of residential and community settings;

May communicate with individuals who have limited English language skills;

May be assigned to serve as a member of a Disaster Recovery/Business Resumption Team, Incident Response Team, or a similar public health response team which may include the conduct of operations on a 24/7 basis at remote locations.

**GUIDELINES FOR CLASS USE**

This classification is intended for use within the Columbus Public Health Department to provide advocacy and mentoring on relevant health issues via direct contact as a role model with specific population groups in one or more specific areas such as, but not limited to, the promotion of breast feeding, sexual health, and addictions.

**MINIMUM QUALIFICATIONS**

Completion of the twelfth school grade. Substitution(s): A certificate of high school equivalence (GED) will be accepted in lieu of the twelfth school grade requirement.

Some positions may require possession of a valid motor vehicle operator's license.

Some positions may require specialized skills or experiential background due to the nature of, or funding requirements for, the program.

**KNOWLEDGE, SKILLS, AND ABILITIES**

General knowledge of community organizations and resources related to assigned area within public health; general knowledge of general public health issues and concerns related to specific population groups; general knowledge of crisis intervention and problem-solving techniques; skill in demonstrating leadership through positive role modeling; ability to operate a computer and utilize related software; ability to develop and maintain effective working relationships with clients, public health staff, and healthcare professionals; ability to interact courteously and build trust within a diverse multicultural community; ability to develop and maintain cooperative relationships with diverse community groups and individuals of diverse backgrounds; ability to observe changes in a person's mental and physical condition and to effectively relay those observations; ability to communicate effectively orally and in writing; ability to understand and follow oral and written directions; ability to accurately complete forms and maintain records; ability to assist program participants with the proper completion of applications, forms, and other related documents; ability to prepare and maintain reports, records and forms; ability to read and understand written materials; ability to work independently demonstrating responsibility and reliability; ability to exercise discretion and good judgment in handling sensitive or confidential matters.

Probationary Period: 365 Days  
Examination: Noncompetitive

Job Family/Group: Health and Social Services/General Health and Social Services  
EEO/DOJ Job Category: Paraprofessional/Administrative Support

Class established: 07-30-12  
Current spec: ~~07-30-12~~  
Commission action taken: **Revise** ~~Create~~  
Last reviewed: ~~07-30-12~~

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The following is provided for informational purposes only. Compensation is subject to change through the Labor Relations Office of the Human Resources Department.

Compensation Plan: AFSCME  
Salary: Grade 62  
FLSA: Nonexempt (overtime eligible)

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Appointing Authority

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Date



## MEMORANDUM

To: Commissioners:  
Grady L. Pettigrew, Jr., President  
Stefanie L. Coe, Member  
Delena Edwards, Member

From: C. Amy DeLong, Executive Director *CA DeLong*  
Tamira M. Rollins, Personnel Administrative Manager  
Charday M. Litzy-Taylor, Personnel Analyst I *CLT*

Date: July 18, 2017

Subject: Request of the Civil Service Commission staff to revise the specification for the classification Prequalification Manager (Job Code 0791).

### ANALYSIS AND RECOMMENDATION

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Civil Service Commission staff request to revise the specification for the classification Prequalification Manager (Job Code 0791). The review of this classification is part of the Civil Service Commission's effort to review all classifications every five years. Prequalification Manager was created in June, 2013. There are currently no employees serving in this classification, located in the Department of Finance and Management, Prequalification Section. Based upon information received from department representatives, some minor revisions are proposed.

By **DEFINITION**, Prequalification Manager, working under general direction, is responsible for managing the City's prequalification program for entities seeking to do business with the City. This Definition still accurately describes the main purpose of this classification, therefore, no changes to the Definition are recommended at this time.

Within the **EXAMPLES OF WORK** section two examples were revised to better describe the nature of the duties being performed. One example of work was removed, since it is



no longer being performed by this job classification. The revised samples are as follows:

- Develops strategic plans to continuously improve and evaluate the prequalification and contracting function; performs random audits on prequalified business entities to verify the accuracy of the information provided;
- Maintains citywide database to track applicants and share required information;
- ~~Provides supportive contracting functions as dictated by City Code and surrounding the procurement function; performs post contract evaluations.~~

There are no proposed changes to the **GUIDELINES FOR CLASS USE, MINIMUM QUALIFICATIONS**, or **KNOWLEDGE, SKILLS, AND ABILITIES** sections. The **Probationary Period**, and **Examination** type remain unchanged. There are no other revisions proposed to the specification. It is, therefore, recommended that the classification Prequalification Manager be approved as proposed.

Contacts:

Rhonda Townes-Hodge, Management Analyst II, Department of Finance and Management,  
Prequalification Section

Madison Wolever, Department Human Resources Officer, Department of Finance and Management

**(Proposed Revised Specification)**

**PREQUALIFICATION MANAGER**

**DEFINITION**

Under general direction, is responsible for managing the City's prequalification program for entities seeking to do business with the City; performs related duties as required.

**EXAMPLES OF WORK** (May not include all of the duties that may be performed.)

Serves as an advisor to the Finance and Management Director (U) on activities related to the prequalification of entities interested in bidding on contracts with the City of Columbus, in accordance with Columbus City Code Title 3, Chapter 329;

Implements and develops Citywide prequalification initiative, evaluation of prequalification applications, monitoring performance, and coordinating response to entities seeking to do business with the City of Columbus;

Develops strategic plans to continuously improve and evaluate the prequalification and contracting function; performs ~~random quality~~ audits **on prequalified business entities** to verify **the accuracy of the information provided**~~applicant data;~~

~~Maintains~~**Develops** Citywide database to track applicants and share required information;

Administers the process for the appeal of a prequalification determination and for the City to revoke or suspend a prequalification status;

Designs and administers training and awareness programs for City departments and potential bidders/contractors;

~~Provides supportive contracting functions as dictated by City Code and surrounding the procurement function; performs post-contract evaluations;~~

Collaborates cross functionally with other City departments and offices to ensure compliance with City Code for prequalification and contracting functions;

Supervises staff, to include signing performance evaluations, approving leave requests, and recommending discipline.

**GUIDELINES FOR CLASS USE**

This is a single-position classification designated to the Department of Finance and Management.

**MINIMUM QUALIFICATIONS**

Possession of a bachelor's degree and five (5) years of professional experience in procurement, business, or public administration, or other related field. Substitution(s): A master's degree in a related field may be substituted for one (1) year of the experience.

**KNOWLEDGE, SKILLS, AND ABILITIES**

Thorough knowledge of current federal, state, and municipal laws, requirements, guidelines, and policies referring to procurement and prequalification; thorough knowledge of City operations and organizational structures which includes government finance and capital budgeting; considerable knowledge of Prequalification Code, methods, techniques, and activities; general knowledge of contracting and bonding; general knowledge of purchasing methods; some knowledge of employment law and regulations; some knowledge of contract law; ability to read and interpret various documents including governmental regulations, codes, specifications; ability to operate a computer and related software; ability to objectively analyze, evaluate, and synthesize information; ability to define problems and recommend solutions; ability to develop, coordinate, and implement programs; ability to manage multiple priorities; ability to communicate effectively, orally and in written form; ability to develop and maintain cooperative and effective working relationships with business representatives, the general public, and government officials; ability to interface with various levels of management.

Probationary Period:	365 Days
Examination:	Noncompetitive
Job Family/Group:	Administrative/Accounting and Finance
EEO/DOJ Job Category:	Professional
Class established:	06-24-13
Current spec:	<del>06-24-13</del>
Commission action taken:	<b>Revise</b> <del>Create</del>
Last reviewed:	<del>06-24-13</del>

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The following is provided for informational purposes only. Compensation is subject to change through the Labor Relations Office of the Human Resources Department.

Compensation Plan:	MCP
Salary:	Grade 94
FLSA:	Exempt (overtime ineligible)

## **PREQUALIFICATION MANAGER**

### **DEFINITION**

Under general direction, is responsible for managing the City's prequalification program for entities seeking to do business with the City; performs related duties as required.

### **EXAMPLES OF WORK** (May not include all of the duties that may be performed.)

Serves as an advisor to the Finance and Management Director (U) on activities related to the prequalification of entities interested in bidding on contracts with the City of Columbus, in accordance with Columbus City Code Title 3, Chapter 329;

Implements and develops Citywide prequalification initiative, evaluation of prequalification applications, monitoring performance, and coordinating response to entities seeking to do business with the City of Columbus;

Develops strategic plans to continuously improve and evaluate the prequalification and contracting function; performs quality audits to verify applicant data;

Develops Citywide database to track applicants and share required information;

Administers the process for the appeal of a prequalification determination and for the City to revoke or suspend a prequalification status;

Designs and administers training and awareness programs for City departments and potential bidders/contractors;

Provides supportive contracting functions as dictated by City Code and surrounding the procurement function; performs post-contract evaluations;

Collaborates cross functionally with other City departments and offices to ensure compliance with City Code for prequalification and contracting functions;

Supervises staff, to include signing performance evaluations, approving leave requests, and recommending discipline.

### **GUIDELINES FOR CLASS USE**

This is a single-position classification designated to the Department of Finance and Management.

**MINIMUM QUALIFICATIONS**

Possession of a bachelor's degree and five (5) years of professional experience in procurement, business, or public administration, or other related field. Substitution(s): A master's degree in a related field may be substituted for one (1) year of the experience.

**KNOWLEDGE, SKILLS, AND ABILITIES**

Thorough knowledge of current federal, state, and municipal laws, requirements, guidelines, and policies referring to procurement and prequalification; thorough knowledge of City operations and organizational structures which includes government finance and capital budgeting; considerable knowledge of Prequalification Code, methods, techniques, and activities; general knowledge of contracting and bonding; general knowledge of purchasing methods; some knowledge of employment law and regulations; some knowledge of contract law; ability to read and interpret various documents including governmental regulations, codes, specifications; ability to operate a computer and related software; ability to objectively analyze, evaluate, and synthesize information; ability to define problems and recommend solutions; ability to develop, coordinate, and implement programs; ability to manage multiple priorities; ability to communicate effectively, orally and in written form; ability to develop and maintain cooperative and effective working relationships with business representatives, the general public, and government officials; ability to interface with various levels of management.

Probationary Period:	365 Days
Examination:	Noncompetitive
Job Family/Group:	Administrative/Accounting and Finance
EEO/DOJ Job Category:	Professional
Class established:	06-24-13
Current spec:	06-24-13
Commission action taken:	Create
Last reviewed:	06-24-13

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The following is provided for informational purposes only. Compensation is subject to change through the Labor Relations Office of the Human Resources Department.

Compensation Plan:	MCP
Salary:	Grade 94
FLSA:	Exempt (overtime ineligible)

**(Proposed Revised Specification)**

**PREQUALIFICATION MANAGER**

**DEFINITION**

Under general direction, is responsible for managing the City's prequalification program for entities seeking to do business with the City; performs related duties as required.

**EXAMPLES OF WORK** (May not include all of the duties that may be performed.)

Serves as an advisor to the Finance and Management Director (U) on activities related to the prequalification of entities interested in bidding on contracts with the City of Columbus, in accordance with Columbus City Code Title 3, Chapter 329;

Implements and develops Citywide prequalification initiative, evaluation of prequalification applications, monitoring performance, and coordinating response to entities seeking to do business with the City of Columbus;

Develops strategic plans to continuously improve and evaluate the prequalification and contracting function; performs random audits on prequalified business entities to verify the accuracy of the information provided;

Maintains Citywide database to track applicants and share required information;

Administers the process for the appeal of a prequalification determination and for the City to revoke or suspend a prequalification status;

Designs and administers training and awareness programs for City departments and potential bidders/contractors;

Collaborates cross functionally with other City departments and offices to ensure compliance with City Code for prequalification and contracting functions;

Supervises staff, to include signing performance evaluations, approving leave requests, and recommending discipline.

**GUIDELINES FOR CLASS USE**

This is a single-position classification designated to the Department of Finance and Management.

**MINIMUM QUALIFICATIONS**

Possession of a bachelor's degree and five (5) years of professional experience in procurement, business, or public administration, or other related field. Substitution(s): A master's degree in a related field may be substituted for one (1) year of the experience.

**KNOWLEDGE, SKILLS, AND ABILITIES**

Thorough knowledge of current federal, state, and municipal laws, requirements, guidelines, and policies referring to procurement and prequalification; thorough knowledge of City operations and organizational structures which includes government finance and capital budgeting; considerable knowledge of Prequalification Code, methods, techniques, and activities; general knowledge of contracting and bonding; general knowledge of purchasing methods; some knowledge of employment law and regulations; some knowledge of contract law; ability to read and interpret various documents including governmental regulations, codes, specifications; ability to operate a computer and related software; ability to objectively analyze, evaluate, and synthesize information; ability to define problems and recommend solutions; ability to develop, coordinate, and implement programs; ability to manage multiple priorities; ability to communicate effectively, orally and in written form; ability to develop and maintain cooperative and effective working relationships with business representatives, the general public, and government officials; ability to interface with various levels of management.

Probationary Period:	365 Days
Examination:	Noncompetitive
Job Family/Group:	Administrative/Accounting and Finance
EEO/DOJ Job Category:	Professional
Class established:	06-24-13
Current spec:	<del>06-24-13</del>
Commission action taken:	<del>Revise</del> <b>Create</b>
Last reviewed:	<del>06-24-13</del>

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The following is provided for informational purposes only. Compensation is subject to change through the Labor Relations Office of the Human Resources Department.

Compensation Plan:	MCP
Salary:	Grade 94
FLSA:	Exempt (overtime ineligible)

\_\_\_\_\_  
Appointing Authority

\_\_\_\_\_  
Date



MEMORANDUM

To: Commissioners:  
Grady L. Pettigrew, Jr., President  
Stefanie L. Coe, Member  
Delena Edwards, Member

From: C. Amy DeLong, Executive Director *C. Amy DeLong*  
Tamira M. Rollins, Personnel Administrative Manager  
Suzanne B. Ulry, Personnel Analyst II *SBU*

Date: June 13, 2017

Subject: Request of the Civil Service Commission staff to revise the specification for the classification Active Living Institute Administrator (Job Code 0760).

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ANALYSIS AND RECOMMENDATION

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Civil Service Commission staff request that the Active Living Institute Administrator (Job Code 0760) classification be revised. This request is the result of a classification review initiated as part of the Commission's efforts to review all classifications every five years. Active Living Institute Administrator was last reviewed in November, 2013. This single-position classification is located in Columbus Public Health, within the Neighborhood Health Division. Based upon a review of the specification, input from the incumbent, and discussions with department representatives, some revisions are proposed.

As currently stated within the **DEFINITION**, Active Living Institute Administrator, working under general direction, is responsible for leading and directing the Active Living Institute that serves to improve the health and well-being of Greater Columbus youth and community. There are no proposed changes to the Definition.

Within the **EXAMPLES OF WORK** section revisions are proposed to better describe the typical duties. Additions to this section include statements which reflect: implementing active living initiatives using best practices research, data collection, analysis, and evaluation; engaging in active learning outreach and education for non-profit groups, academic settings, and



Active Living Institute Administrator

June 13, 2017

Page Two

community-based organizations in underserved neighborhoods; building and maintaining relationships with active living partners. Reflecting current methods of communication, it is noted that the Active Living Institute Administrator develops and implements strategies and programs, including website, social media, and special events to promote physical activity and healthy eating.

There are no proposed changes to the **GUIDELINES FOR CLASS USE, MINIMUM QUALIFICATIONS**, and **KNOWLEDGE, SKILLS, AND ABILITIES** sections. There are no proposed changes to the **Probationary Period** or the **Examination** type. There are no other revisions proposed to the specification. It is, therefore, recommended that the classification Active Living Institute Administrator be approved as proposed.

Contacts:

Rebecca Nelson, Public Health Administrator (Neighborhood Health), Columbus Public Health

Barb Seckler, Active Living Institute Administrator, Columbus Public Health

Kevin G. Williams, Department Human Resources Officer, Columbus Public Health

(Proposed Revised Specification)

ACTIVE LIVING INSTITUTE ADMINISTRATOR

**DEFINITION**

Under general direction, is responsible for leading and directing the Active Living Institute that serves to improve the health and well-being of Greater Columbus youth and community; performs related duties as required.

**EXAMPLES OF WORK** (May not include all of the duties that may be performed.)

Establishes a comprehensive, collaborative, long-term partnership initiative to improve the health and well-being of Greater Columbus youth, **families**, and community;

Provides leadership, coordination, and management for the Active Living Institute; **implements active living initiatives using best practices research, data collection, analysis, and evaluation;**

Clarifies and communicates the visions and goals of the **Active Living** Institute;

Develops, advocates, and assures the implementation of “active and healthy” policies **and initiatives** across departments **and community-based organizations;**

**Engages in active living outreach and education for non-profit groups, academic settings, and community-based organizations in underserved neighborhoods; builds and maintains relationships with active living partners;**

**Oversees the** Establishes a Foundation for Active Living, ~~which~~ ~~as a~~ supports for City and/or community projects;

Coordinates and oversees all fundraising activities for the initiative and related departmental programming, including private donations and contributions, corporate and private sector sponsorships and funding, and federal, state, and other grants; solicits corporate sponsorships;

Reviews submitted applications and awards grants to non-profit organizations to enhance active living initiatives; conducts follow-up assessments and evaluations;

**Develops and implements strategies and programs, including website, social media, and special events to promote** ~~Promotes importance of physical activity and healthy eating~~ ~~good nutrition through various means and programs to ensure productive and engaged community;~~

Seeks external partnerships (federal/national, state, county, private, academic, local) to advance the initiatives of the Institute; seeks external funds **and in-kind donations** to support and finance core projects of the Institute;

Coordinates and supports current and new programs and initiatives within City departments and external stakeholders, such as bicycle safety, **organized walks** ~~bikeways, bike share~~, family recreation centers, outdoor play, **cooking demonstrations**, farmers markets, food districts, ~~and~~ community gardens, **produce prescription, and nutrition incentive programs;**

Provides information to the director and Mayor’s Office on the progress of core projects relating to the Institute;

**DRAFT**  
**Job Code 0760**

Serves as liaison for the Active Living Institute ~~with~~~~across~~ City departments and other entities involved/supportive of the Institute and its initiatives.

**GUIDELINES FOR CLASS USE**

This is a single-position classification.

**MINIMUM QUALIFICATIONS**

Possession of a bachelor's degree and three (3) years of managerial experience, which included policy formulation responsibilities in a problem-solving environment. Substitution(s): A master's degree may be substituted for one (1) year of the required experience. A law degree may be substituted for two (2) years of the required experience.

**KNOWLEDGE, SKILLS, AND ABILITIES**

Thorough knowledge of public administration and management practices and principles; thorough knowledge of rules and regulations of City Ordinances and City Codes; considerable knowledge of research techniques; considerable knowledge of active and healthy living behaviors; considerable knowledge of fundraising and marketing techniques; ability to encourage and persuade other to change or improve healthy living behaviors; skill in public speaking; skill to build good working relationships with others to gain confidence and cooperation; ability to use a personal computer and relevant software; ability to prepare comprehensive reports; ability to plan, coordinate and direct the work of others; ability to communicate effectively.

Probationary Period: 365 Days  
Examination: Noncompetitive

Job Family/Group: Administrative/General Administrative  
EEO/DOJ Job Category: Professional

Class established: 06-09-08  
Current spec: ~~11-18-13~~  
Commission action taken: **Revise**  
Last reviewed: ~~11-18-13~~

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The following is provided for informational purposes only. Compensation is subject to change through the Labor Relations Office of the Human Resources Department.

Compensation Plan: HACP  
Salary: Grade 96  
FLSA: Exempt (overtime ineligible)

**ACTIVE LIVING INSTITUTE ADMINISTRATOR**

**DEFINITION**

Under general direction, is responsible for leading and directing the Active Living Institute that serves to improve the health and well-being of Greater Columbus youth and community; performs related duties as required.

**EXAMPLES OF WORK** (May not include all of the duties that may be performed.)

Establishes a comprehensive, collaborative, long-term partnership initiative to improve the health and well-being of Greater Columbus youth and community;

Provides leadership, coordination, and management for the Active Living Institute;

Clarifies and communicates the visions and goals of the Institute;

Develops, advocates, and assures the implementation of “active and healthy” policies across departments;

Establishes a Foundation for Active Living as a support for City and/or community projects;

Coordinates and oversees all fundraising activities for the initiative and related departmental programming, including private donations and contributions, corporate and private sector sponsorships and funding, and federal, state, and other grants; solicits corporate sponsorships;

Reviews submitted applications and awards grants to non-profit organizations to enhance active living initiatives; conducts follow-up assessments and evaluations;

Promotes importance of physical activity and good nutrition through various means and programs to ensure productive and engaged community;

Seeks external partnerships (federal/national, state, county, private, academic, local) to advance the initiatives of the institute; seeks external funds to support and finance core projects of the Institute;

Coordinates and supports current and new programs and initiatives within City departments and external stakeholders such as bicycle safety, bikeways, bike share, family recreation centers, outdoor play, farmers markets, food districts, and community gardens;

Provides information to the director and Mayor’s Office on the progress of core projects relating to the Institute;

## **Job Code 0760**

Serves as liaison for the Active Living Institute across City departments and other entities involved/supportive of the Institute and its initiatives.

### **GUIDELINES FOR CLASS USE**

This is a single-position classification.

### **MINIMUM QUALIFICATIONS**

Possession of a bachelor's degree and three (3) years of managerial experience, which included policy formulation responsibilities in a problem-solving environment. Substitution(s): A master's degree may be substituted for one (1) year of the required experience. A law degree may be substituted for two (2) years of the required experience.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

Thorough knowledge of public administration and management practices and principles; thorough knowledge of rules and regulations of City Ordinances and City Codes; considerable knowledge of research techniques; considerable knowledge of active and healthy living behaviors; considerable knowledge of fundraising and marketing techniques; ability to encourage and persuade other to change or improve healthy living behaviors; skill in public speaking; skill to build good working relationships with others to gain confidence and cooperation; ability to use a personal computer and relevant software; ability to prepare comprehensive reports; ability to plan, coordinate and direct the work of others; ability to communicate effectively.

Probationary Period: 365 Days  
Examination: Noncompetitive

Job Family/Group: Administrative/General Administrative  
EEO/DOJ Job Category: Professional

Class established: 06-09-08  
Current spec: 11-18-13  
Commission action taken: Revise  
Last reviewed: 11-18-13

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The following is provided for informational purposes only. Compensation is subject to change through the Labor Relations Office of the Human Resources Department.

Compensation Plan: HACP  
Salary: Grade 96  
FLSA: Exempt (overtime ineligible)

**(Proposed Revised Specification)**

**ACTIVE LIVING INSTITUTE ADMINISTRATOR**

**DEFINITION**

Under general direction, is responsible for leading and directing the Active Living Institute that serves to improve the health and well-being of Greater Columbus youth and community; performs related duties as required.

**EXAMPLES OF WORK** (May not include all of the duties that may be performed.)

Establishes a comprehensive, collaborative, long-term partnership initiative to improve the health and well-being of Greater Columbus youth, families, and community;

Provides leadership, coordination, and management for the Active Living Institute; implements active living initiatives using best practices research, data collection, analysis, and evaluation;

Clarifies and communicates the visions and goals of the Active Living Institute;

Develops, advocates, and assures the implementation of “active and healthy” policies and initiatives across departments and community-based organizations;

Engages in active living outreach and education for non-profit groups, academic settings, and community-based organizations in underserved neighborhoods; builds and maintains relationships with active living partners;

Oversees the Foundation for Active Living, which supports City and/or community projects;

Coordinates and oversees all fundraising activities for the initiative and related departmental programming, including private donations and contributions, corporate and private sector sponsorships and funding, and federal, state, and other grants; solicits corporate sponsorships;

Reviews submitted applications and awards grants to non-profit organizations to enhance active living initiatives; conducts follow-up assessments and evaluations;

Develops and implements strategies and programs, including website, social media, and special events to promote physical activity and healthy eating

Seeks external partnerships (federal/national, state, county, private, academic, local) to advance the initiatives of the Institute; seeks external funds and in-kind donations to support and finance core projects of the Institute;

Coordinates and supports current and new programs and initiatives within City departments and external stakeholders, such as bicycle safety, organized walks, family recreation centers, outdoor play, cooking demonstrations, farmers markets, food districts, community gardens, produce prescription, and nutrition incentive programs;

Provides information to the director and Mayor’s Office on the progress of core projects relating to the Institute;

**DRAFT**  
**Job Code 0760**

Serves as liaison for the Active Living Institute with City departments and other entities involved/supportive of the Institute and its initiatives.

**GUIDELINES FOR CLASS USE**

This is a single-position classification.

**MINIMUM QUALIFICATIONS**

Possession of a bachelor's degree and three (3) years of managerial experience, which included policy formulation responsibilities in a problem-solving environment. Substitution(s): A master's degree may be substituted for one (1) year of the required experience. A law degree may be substituted for two (2) years of the required experience.

**KNOWLEDGE, SKILLS, AND ABILITIES**

Thorough knowledge of public administration and management practices and principles; thorough knowledge of rules and regulations of City Ordinances and City Codes; considerable knowledge of research techniques; considerable knowledge of active and healthy living behaviors; considerable knowledge of fundraising and marketing techniques; ability to encourage and persuade other to change or improve healthy living behaviors; skill in public speaking; skill to build good working relationships with others to gain confidence and cooperation; ability to use a personal computer and relevant software; ability to prepare comprehensive reports; ability to plan, coordinate and direct the work of others; ability to communicate effectively.

Probationary Period:	365 Days
Examination:	Noncompetitive
Job Family/Group:	Administrative/General Administrative
EEO/DOJ Job Category:	Professional
Class established:	06-09-08
Current spec:	<del>11-18-13</del>
Commission action taken:	<b>Revise</b>
Last reviewed:	<del>11-18-13</del>

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The following is provided for informational purposes only. Compensation is subject to change through the Labor Relations Office of the Human Resources Department.

Compensation Plan:	HACP
Salary:	Grade 96
FLSA:	Exempt (overtime ineligible)

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Appointing Authority


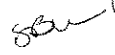
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Date



## MEMORANDUM

To: Commissioners:  
Grady L. Pettigrew, Jr., President  
Stefanie L. Coe, Member  
Delena Edwards, Member

From: C. Amy DeLong, Executive Director   
Tamira M. Rollins, Personnel Administrative Manager  
Suzanne B. Ulry, Personnel Analyst II 

Date: July 5, 2017

Subject: Request of the Civil Service Commission staff to revise the specification for the classification Public Health Assistant Commissioner (Nursing) (Job Code 0265).

### ANALYSIS AND RECOMMENDATION

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Civil Service Commission staff request the Public Health Assistant Commissioner (Nursing) (Job Code 0265) classification be revised. This request is the result of a classification review initiated as part of the Commission's efforts to review all classifications every five years. Public Health Assistant Commissioner (Nursing) was last reviewed in August, 2012. This single-position classification is located in Columbus Public Health. Based upon input from department representatives, some minor revisions are proposed.

Changes within the **DEFINITION** section are proposed in order to better define the classification's role as the Chief Nursing Officer. The proposed definition reads, "under administrative direction, the Public Health Assistant Commissioner (Nursing) is responsible for licensing, competencies, scope of practice, and development of Columbus Public Health nurses and the direction of critical public health initiatives including client advocacy and quality improvement."

The Public Health Assistant Commissioner (Nursing) promotes organizational and programmatic quality improvement and provides leadership in departmental activities related to accreditation by the Public Health Accreditation Board. Proposed revisions to the



Public Health Assistant Commissioner (Nursing)

July 5, 2017

Page Two

**EXAMPLES OF WORK** section include the modification of statements to better describe the role of the Chief Nursing Officer as it is required by the Ohio Administrative Code and by the Ohio Board of Nursing. The **GUIDELINES FOR CLASS USE** section was revised to make proper reference to Columbus Public Health.

There are no proposed changes to the **MINIMUM QUALIFICATIONS** and the **KNOWLEDGE, SKILLS, AND ABILITIES** sections, the **Probationary Period** or the **Examination** type. There are no other revisions proposed to the specification. It is, therefore, recommended that the classification Public Health Assistant Commissioner (Nursing) be approved as proposed.

Contacts:

Nancie Bechtel, Public Health Assistant Commissioner (Nursing), Columbus Public Health

Kevin G. Williams, Department Human Resources Officer, Columbus Public Health

(Proposed Revised Specification)

**PUBLIC HEALTH ASSISTANT COMMISSIONER (Nursing)**

**DEFINITION**

Under administrative direction, is responsible for ~~all nursing protocols, licensing, competencies, scope of practice,~~ and development of **Columbus Public Health nurses** and; direction of critical public health initiatives **including client advocacy and clinical quality improvement,** ~~and/or workforce development;~~ performs related duties as required.

**EXAMPLES OF WORK** (May not include all of the duties that may be performed.)

Serves as the Chief Nursing Officer for ~~the Columbus Public Health Department~~ as required by the Ohio Administrative Code for local health departments **and by the Ohio Board of Nursing for agencies employing nurses;**

Provides oversight and consultation support for nursing practice related policies and activities; ~~including infectious diseases, maternal-child health, community health, and environmental health for the Columbus Public Health Department;~~

Serves as a senior leader of emergency preparedness planning and responses; may serve as Departmental Incident Commander;

**Promotes organizational and programmatic** ~~Assures coordination and evaluation of clinical programming and quality improvement;~~ **provides leadership in departmental activities related to accreditation by the Public Health Accreditation Board (PHAB);**

Consults with and advises the City Health Commissioner, other assistant commissioner(s), administrators, program managers, and physicians regarding policy development, planning, coordination of services, and other departmental and public health issues;

Provides leadership for specific departmental projects and/or initiatives, including participation in strategic planning and budget preparation;

Serves as a technical resource and liaison with the health care community, nursing and healthcare organizations, and academic and community health organizations, including the Columbus Neighborhood Health Centers (CNHC), to coordinate population-based health initiatives and address community health issues;

Ensures consistency in the standard of nursing practice and quality of clinical care in partnership with other departmental leadership;

Leads/supports clinical workforce training and development initiatives, **research review processes, and related initiatives;**

May be assigned to serve as a member of a Disaster Recovery/Business Resumption Team, Incident Response Team, or a similar public health response team which may include the conduct of operations on a 24/7 basis at remote locations. Assignment may include serving as a department and/or community incident commander or on the incident command team;

May act for the City Health Commissioner in his/her absence and as a clinical spokesperson for ~~the~~ Columbus Public Health ~~Department~~.

**DRAFT**  
**Job Code 0265**

### **GUIDELINES FOR CLASS USE**

This is a single-position classification located in ~~the~~ Columbus Public Health ~~Department~~.

### **MINIMUM QUALIFICATIONS**

Possession of a bachelor's degree in nursing, and seven (7) years of experience in a clinical/nursing leadership role in a public health or related agency. Substitution(s): A master's degree may substitute for one (1) year of the required experience.

Possession of a valid State of Ohio license as a Registered Nurse.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

Thorough knowledge of nursing administration, budgeting, public speaking, program development, planning, and evaluation; thorough knowledge of approved principles and practices of public health nursing; thorough knowledge of principles and practices of public health administration; ability to secure cooperation from outside private and public organizations in developing and enforcing a comprehensive public health nursing program; ability to prepare, analyze, and evaluate public health nursing reports and manuals; ability to develop and maintain effective working relationships with others; ability to write and speak effectively.

Probationary Period:	365 Days
Examination:	Noncompetitive
Job Family/Group:	Executive
EEO/DOJ Job Category:	Official/Administrator
Class established:	06-26-06
Current spec:	<del>08-27-12</del>
Commission action taken:	<b>Revise</b>
Last reviewed:	<del>08-27-12</del>

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The following is provided for informational purposes only. Compensation is subject to change through the Labor Relations Office of the Human Resources Department.

Compensation Plan:	HACP
Salary:	Grade 97
FLSA:	Exempt (overtime ineligible)

**Job Code 0265**

**PUBLIC HEALTH ASSISTANT COMMISSIONER (Nursing)**

**DEFINITION**

Under administrative direction, is responsible for all nursing protocols, licensing, and development, direction of critical public health initiatives, clinical quality improvement and/or workforce development; performs related duties as required.

**EXAMPLES OF WORK** (May not include all of the duties that may be performed.)

Serves as the Chief Nursing Officer for the Columbus Public Health Department as required by the Ohio Administrative Code for local health departments;

Provides oversight and consultation support for nursing practice related policies and activities, including infectious diseases, maternal child health, community health, and environmental health for the Columbus Public Health Department;

Serves as a senior leader of emergency preparedness planning and responses; may serve as Departmental Incident Commander;

Assures coordination and evaluation of clinical programming and quality improvement;

Consults with and advises the City Health Commissioner, other assistant commissioner(s), administrators, program managers, and physicians regarding policy development, planning, coordination of services, and other departmental and public health issues;

Provides leadership for specific departmental projects and/or initiatives, including participation in strategic planning and budget preparation;

Serves as a technical resource and liaison with the health care community, nursing and healthcare organizations, and academic and community health organizations, including the Columbus Neighborhood Health Centers (CNHC), to coordinate population-based health initiatives and address community health issues;

Ensures consistency in the standard of nursing practice and quality of clinical care in partnership with other departmental leadership;

Leads/supports clinical workforce training and development initiatives;

May be assigned to serve as a member of a Disaster Recovery/Business Resumption Team, Incident Response Team, or a similar public health response team which may include the conduct of operations on a 24/7 basis at remote locations. Assignment may include serving as a department and/or community incident commander or on the incident command team;

May act for the City Health Commissioner in his/her absence and as a clinical spokesperson for the Columbus Public Health Department.

**GUIDELINES FOR CLASS USE**

This is a single-position classification located in the Columbus Public Health Department.

**MINIMUM QUALIFICATIONS**

Possession of a bachelor's degree in nursing, and seven (7) years of experience in a clinical/nursing leadership role in a public health or related agency. Substitution(s): A master's degree may substitute for one (1) year of the required experience.

Possession of a valid State of Ohio license as a Registered Nurse.

**KNOWLEDGE, SKILLS, AND ABILITIES**

Thorough knowledge of nursing administration, budgeting, public speaking, program development, planning, and evaluation; thorough knowledge of approved principles and practices of public health nursing; thorough knowledge of principles and practices of public health administration; ability to secure cooperation from outside private and public organizations in developing and enforcing a comprehensive public health nursing program; ability to prepare, analyze, and evaluate public health nursing reports and manuals; ability to develop and maintain effective working relationships with others; ability to write and speak effectively.

Probationary Period:	365 Days
Examination:	Noncompetitive
Job Family/Group:	Executive
EEO/DOJ Job Category:	Official/Administrator
Class established:	06-26-06
Current spec:	08-27-12
Commission action taken:	Revise
Last reviewed:	08-27-12

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The following is provided for informational purposes only. Compensation is subject to change through the Labor Relations Office of the Human Resources Department.

Compensation Plan:	HACP
Salary:	Grade 97
FLSA:	Exempt (overtime ineligible)

**(Proposed Revised Specification)**

**PUBLIC HEALTH ASSISTANT COMMISSIONER (Nursing)**

**DEFINITION**

Under administrative direction, is responsible for licensing, competencies, scope of practice, and development of Columbus Public Health nurses and; direction of critical public health initiatives including client advocacy and quality improvement; performs related duties as required.

**EXAMPLES OF WORK** (May not include all of the duties that may be performed.)

Serves as the Chief Nursing Officer for Columbus Public Health as required by the Ohio Administrative Code for local health departments and by the Ohio Board of Nursing for agencies employing nurses;

Provides oversight and consultation support for nursing practice related policies and activities; Columbus Public Health;

Serves as a senior leader of emergency preparedness planning and responses; may serve as Departmental Incident Commander;

Promotes organizational and programmatic quality improvement; provides leadership in departmental activities related to accreditation by the Public Health Accreditation Board (PHAB);

Consults with and advises the City Health Commissioner, other assistant commissioner(s), administrators, program managers, and physicians regarding policy development, planning, coordination of services, and other departmental and public health issues;

Provides leadership for specific departmental projects and/or initiatives, including participation in strategic planning and budget preparation;

Serves as a technical resource and liaison with the health care community, nursing and healthcare organizations, and academic and community health organizations, including the Columbus Neighborhood Health Centers (CNHC), to coordinate population-based health initiatives and address community health issues;

Ensures consistency in the standard of nursing practice and quality of clinical care in partnership with other departmental leadership;

Leads/supports clinical workforce training and development initiatives, research review processes, and related initiatives;

May be assigned to serve as a member of a Disaster Recovery/Business Resumption Team, Incident Response Team, or a similar public health response team which may include the conduct of operations on a 24/7 basis at remote locations. Assignment may include serving as a department and/or community incident commander or on the incident command team;

May act for the City Health Commissioner in his/her absence and as a clinical spokesperson for Columbus Public Health.

**GUIDELINES FOR CLASS USE**

This is a single-position classification located in Columbus Public Health.

**MINIMUM QUALIFICATIONS**

Possession of a bachelor's degree in nursing, and seven (7) years of experience in a clinical/nursing leadership role in a public health or related agency. Substitution(s): A master's degree may substitute for one (1) year of the required experience.

Possession of a valid State of Ohio license as a Registered Nurse.

**KNOWLEDGE, SKILLS, AND ABILITIES**

Thorough knowledge of nursing administration, budgeting, public speaking, program development, planning, and evaluation; thorough knowledge of approved principles and practices of public health nursing; thorough knowledge of principles and practices of public health administration; ability to secure cooperation from outside private and public organizations in developing and enforcing a comprehensive public health nursing program; ability to prepare, analyze, and evaluate public health nursing reports and manuals; ability to develop and maintain effective working relationships with others; ability to write and speak effectively.

Probationary Period:	365 Days
Examination:	Noncompetitive
Job Family/Group:	Executive
EEO/DOJ Job Category:	Official/Administrator
Class established:	06-26-06
Current spec:	<del>08-27-12</del>
Commission action taken:	<b>Revise</b>
Last reviewed:	<del>08-27-12</del>

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The following is provided for informational purposes only. Compensation is subject to change through the Labor Relations Office of the Human Resources Department.

Compensation Plan:	HACP
Salary:	Grade 97
FLSA:	Exempt (overtime ineligible)

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Appointing Authority

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Date



MEMORANDUM

To: Commissioners:  
Grady L. Pettigrew, Jr., President  
Stefanie L. Coe, Member  
Delena Edwards, Member

From: C. Amy DeLong, Executive Director *C. Amy DeLong*  
Tammy Rollins, Personnel Administrative Manager *myc*  
Carol Lagemann, Personnel Analyst II *CBL*

Date: July 10, 2017

Subject: Request of the Civil Service Commission staff to revise the specification for the classification Water Division Assistant Administrator (Job Code 0149).

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ANALYSIS AND RECOMMENDATION

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The review of the specification for the classification Water Division Assistant Administrator (Job Code 0149) is part of the Civil Service Commission's effort to review all classifications every five years. Water Division Assistant Administrator was last reviewed in November, 2012. This classification has two incumbents in the Division of Water, Department of Public Utilities. After review of the specification and communication with the incumbents, revisions are proposed.

Within the **EXAMPLES OF WORK**, it is proposed to revise one statement and add a new statement. The revision to the first Example of Work uses similar language to the Water Division Administrator classification's Definition regarding "planning, coordinating, and directing" operations. The statement had referred to directing previously but the planning and coordinating elements help add the fuller picture to the work. The new statement illustrates the customer and field service activities that are directed at this level of the Water Division.

There are no proposed changes to the **DEFINITION, MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILLS, AND ABILITIES, Probationary Period, or**



Water Division Assistant Administrator  
July 10, 2017  
Page Two

**Examination type.**

**Contacts:**

Brian Haemmerle, Water Division Assistant Administrator, Division of Water,  
Department of Public Utilities  
Danella Pettenski, Water Division Assistant Administrator, Division of Water,  
Department of Public Utilities

**(Proposed Revised Specification)**

**WATER DIVISION ASSISTANT ADMINISTRATOR**

**DEFINITION**

Under administrative direction, is responsible for assisting in the administrative and/or engineering operations for the Division of Water; performs related duties as required.

**EXAMPLES OF WORK** (Any one position may not include all of the duties listed, nor do the examples cover all of the duties that may be performed.)

Assists the Administrator in **planning, coordinating, and** directing the operation and maintenance of water supply and treatment facilities, water distribution system, watershed properties, and water research laboratory;

Assists the Administrator in the development and implementation of strategic goals, administrative policies, and operating procedures;

Assists the Administrator in directing the staff engaged in the preparation of preliminary plans, cost estimates, and construction projects inspections;

Assists the Administrator in the identification of solutions to specific problems pertaining to personnel, equipment, supplies, and facilities;

**Assists the Administrator in directing all customer and field service activities including billing, customer service, revenue collection, metering, and meter repair;**

Coordinates the work between the division's engineering and distribution sections;

Conducts surveys and investigations and evaluates data and compiles reports, as directed by the Administrator, in order to make recommendations to the department Director or to address concerns and/or complaints of consumers;

Prepares required legislation and consults with the City Attorney on legal aspects of operations;

Prepares correspondence for own signature or the Administrator's signature;

Represents the administrator in meetings with City officials, City Council, and the department Director, as needed, pertaining to administrative matters;

Assists in the preparation of the annual budget and reports.

**MINIMUM QUALIFICATIONS**

Possession of a bachelor's degree in business administration, public administration, engineering, or closely related field and five (5) years of managerial experience in an engineering group, utility distribution system, or related field. Substitution(s): A master's degree in business administration, public administration, engineering, or human resource management may substitute for one (1) year of the required experience.

Some positions in this classification may require possession of a valid State of Ohio certificate as a registered professional engineer (P.E.) and professional engineering experience.

**KNOWLEDGE, SKILLS, AND ABILITIES**

Thorough knowledge of management and supervisory practices and principles; thorough knowledge of contract negotiations and bidding procedures; considerable knowledge of methods and techniques used in the construction and maintenance of water supply and treatment facilities; considerable knowledge of budgetary practices and principles; general knowledge of personnel procedures; general knowledge of data processing systems; ability to write technical bid and contract documents; ability to analyze problems and make recommendations; ability to communicate effectively orally and in writing; ability to establish and maintain professional working relationships with others.

Probationary Period:	365 Days
Examination:	Noncompetitive
Job Family/Group:	Executive
EEO/DOJ Job Category:	Official/Administrator
Class established:	10-31-11
Current spec:	<del>11-26-12</del>
Commission action taken:	<b>Revise</b>
	Revise/Retitle (Water Assistant Administrator 11/26/12)
Last reviewed:	<del>11-26-12</del>

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The following is provided for informational purposes only. Compensation is subject to change through the Labor Relations Office of the Human Resources Department.

Compensation Plan:	MCP
Salary:	Grade 96
FLSA:	Exempt (overtime ineligible)

**WATER DIVISION ASSISTANT ADMINISTRATOR**

**DEFINITION**

Under administrative direction, is responsible for assisting in the administrative and/or engineering operations for the Division of Water; performs related duties as required.

**EXAMPLES OF WORK** (Any one position may not include all of the duties listed, nor do the examples cover all of the duties that may be performed.)

Assists the Administrator in directing the operation and maintenance of water supply and treatment facilities, water distribution system, watershed properties, and water research laboratory;

Assists the Administrator in the development and implementation of strategic goals, administrative policies, and operating procedures;

Assists the Administrator in directing the staff engaged in the preparation of preliminary plans, cost estimates, and construction projects inspections;

Assists the Administrator in the identification of solutions to specific problems pertaining to personnel, equipment, supplies, and facilities;

Coordinates the work between the division's engineering and distribution sections;

Conducts surveys and investigations and evaluates data and compiles reports, as directed by the Administrator, in order to make recommendations to the department Director or to address concerns and/or complaints of consumers;

Prepares required legislation and consults with the City Attorney on legal aspects of operations;

Prepares correspondence for own signature or the Administrator's signature;

Represents the administrator in meetings with City officials, City Council, and the department Director, as needed, pertaining to administrative matters;

Assists in the preparation of the annual budget and reports.

**MINIMUM QUALIFICATIONS**

Possession of a bachelor's degree in business administration, public administration, engineering, or closely related field and five (5) years of managerial experience in an engineering group, utility distribution system, or related field. Substitution(s): A master's degree in business administration, public administration, engineering, or human resource management may substitute for one (1) year of the required experience.

Some positions in this classification may require possession of a valid State of Ohio certificate as a registered professional engineer (P.E.) and professional engineering experience.

**KNOWLEDGE, SKILLS, AND ABILITIES**

Thorough knowledge of management and supervisory practices and principles; thorough knowledge of contract negotiations and bidding procedures; considerable knowledge of methods and techniques used in the construction and maintenance of water supply and treatment facilities; considerable knowledge of budgetary practices and principles; general knowledge of personnel procedures; general knowledge of data processing systems; ability to write technical bid and contract documents; ability to analyze problems and make recommendations; ability to communicate effectively orally and in writing; ability to establish and maintain professional working relationships with others.

Probationary Period:	365 Days
Examination:	Noncompetitive
Job Family/Group:	Executive
EEO/DOJ Job Category:	Official/Administrator
Class established:	10-31-11
Current spec:	11-26-12
Commission action taken:	Revise/Retitle (Water Assistant Administrator 11/26/12)
Last reviewed:	11-26-12

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The following is provided for informational purposes only. Compensation is subject to change through the Labor Relations Office of the Human Resources Department.

Compensation Plan:	MCP
Salary:	Grade 96
FLSA:	Exempt (overtime ineligible)

**(Proposed Revised Specification)**

**WATER DIVISION ASSISTANT ADMINISTRATOR**

**DEFINITION**

Under administrative direction, is responsible for assisting in the administrative and/or engineering operations for the Division of Water; performs related duties as required.

**EXAMPLES OF WORK** (Any one position may not include all of the duties listed, nor do the examples cover all of the duties that may be performed.)

Assists the Administrator in planning, coordinating, and directing the operation and maintenance of water supply and treatment facilities, water distribution system, watershed properties, and water research laboratory;

Assists the Administrator in the development and implementation of strategic goals, administrative policies, and operating procedures;

Assists the Administrator in directing the staff engaged in the preparation of preliminary plans, cost estimates, and construction projects inspections;

Assists the Administrator in the identification of solutions to specific problems pertaining to personnel, equipment, supplies, and facilities;

Assists the Administrator in directing all customer and field service activities including billing, customer service, revenue collection, metering, and meter repair;

Coordinates the work between the division's engineering and distribution sections;

Conducts surveys and investigations and evaluates data and compiles reports, as directed by the Administrator, in order to make recommendations to the department Director or to address concerns and/or complaints of consumers;

Prepares required legislation and consults with the City Attorney on legal aspects of operations;

Prepares correspondence for own signature or the Administrator's signature;

Represents the administrator in meetings with City officials, City Council, and the department Director, as needed, pertaining to administrative matters;

Assists in the preparation of the annual budget and reports.

**MINIMUM QUALIFICATIONS**

Possession of a bachelor's degree in business administration, public administration, engineering, or closely related field and five (5) years of managerial experience in an engineering group, utility distribution system, or related field. Substitution(s): A master's degree in business administration, public administration, engineering, or human resource management may substitute for one (1) year of the required experience.

Some positions in this classification may require possession of a valid State of Ohio certificate as a registered professional engineer (P.E.) and professional engineering experience.

**KNOWLEDGE, SKILLS, AND ABILITIES**

Thorough knowledge of management and supervisory practices and principles; thorough knowledge of contract negotiations and bidding procedures; considerable knowledge of methods and techniques used in the construction and maintenance of water supply and treatment facilities; considerable knowledge of budgetary practices and principles; general knowledge of personnel procedures; general knowledge of data processing systems; ability to write technical bid and contract documents; ability to analyze problems and make recommendations; ability to communicate effectively orally and in writing; ability to establish and maintain professional working relationships with others.

Probationary Period:	365 Days
Examination:	Noncompetitive
Job Family/Group:	Executive
EEO/DOJ Job Category:	Official/Administrator
Class established:	10-31-11
Current spec:	<del>11-26-12</del>
Commission action taken:	<b>Revise</b>
	Revise/Retitle (Water Assistant Administrator 11/26/12)
Last reviewed:	<del>11-26-12</del>

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The following is provided for informational purposes only. Compensation is subject to change through the Labor Relations Office of the Human Resources Department.

Compensation Plan:	MCP
Salary:	Grade 96
FLSA:	Exempt (overtime ineligible)

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Appointing Authority

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Date



**PERSONNEL ACTIONS  
FOR CIVIL SERVICE:**

***None Submitted***

# **RESIDENCY HEARING REVIEWS:**

***None Submitted***

REGULAR MEETING

July 31, 2017

Background Removals

Applicants Removed Pre-Exam

	Name of Applicant	Position Applied For	Reinstate	Do Not Reinstate
1.	Ryan Sronce	Police Officer		

## Summary Sheet for Administrative Review – Police Officer ABQ (Pre-Exam Applicants)

Commission Background Officer:	<b>Brenda Sobieck</b>
Name of Applicant:	<b>Ryan Sronce</b>
Date of Review:	<b>7/24/17</b>
Standard(s) Violated:	<b>H2</b>

1. Basis of Removal:

**ABQ – Checked yes to marijuana use**

2. Applicant's Position as to Why He/She Should be Reinstated:

**He tried it in one time October or November.**

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3. Documentation Submitted by Applicant:

**Statement on form**

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4. Recommendation to Commission: Reinstated \_\_\_\_\_ Do Not Reinstated **X**  
To testing process

5. Basis for Recommendation:

**He does not meet the standard.**

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Commissioners Decision Based on Review of Applicant's Information:

Reinstated \_\_\_\_\_ Do Not Reinstated \_\_\_\_\_

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**Grady L. Pettigrew, Jr., Commission President**

**Date** \_\_\_\_\_

**Pre-Screening Process**  
**Applicant Request for Administrative**  
**Review of Background File**

You may request an Administrative Review of the decision of the Executive Director to reject your application due to violation of the Background Removal Standards. Said decision was based upon information revealed on your Abbreviated Background Questionnaire (ABQ), which is subject to review upon your request. The deadline for filing this request is ten (10) calendar days from the date of the letter informing you of the Executive Director's decision to remove your name.

Once this request is filed, you have an additional ten (10) calendar days to submit any documentation, or written explanation, to contradict the information in your background file, which led to the removal of your name. A Commission Background Officer will review this request and make a recommendation to the Civil Service Commission. You will be notified in writing of the Civil Service Commission's final decision. *Please see the reverse side of this form for additional information regarding the Background Administrative Review process.*

Name Ryan Sronce Candidate ID # \_\_\_\_\_  
Address 44 west 9th avenue Apartment H  
City Columbus State OH Zip 43201  
Home Phone Number: \_\_\_\_\_ Work Phone Number: 740-632-1592  
Position Applied for (check one): ☒ Police Officer ☐ Firefighter ☐ Other: \_\_\_\_\_

Reason for Request (explain and attach or enclose all supporting documentation):

I was rejected for answering "yes" on the question "use or  
purchase of marijuana in the last year". I have never purchased marijuana  
in my life but I did "try" it one time, at the end of October or early November.  
It was the one time and I have not done it since. I was unsure what I was going  
\*continued on following paper

07-21-17

Date

Ryan Sronce

Signature of Applicant

**Please check ONE of the following:**

☒ All of my paperwork is attached and my file is ready for review by the Commission.

**OR**

☐ I will submit additional documentation within 10 calendar days of today's date: \_\_\_\_\_.

You may (1) FAX this form to 614/645-8379, (2) Mail this form to: Civil Service Commission, Uniformed Services, 77 North Front Street, 3<sup>rd</sup> Floor, Columbus, Ohio 43215, or (3) Submit this form in person.

This form must be received in our office within ten (10) calendar days of the date of the letter accompanying this form.

***Pre-Screening Process  
Applicant Request for Administrative  
Review of Background File***

You may write your explanation on this form or include a separate letter explaining why you think you meet the background standards that caused your rejection. Please explain any documentation you attach.

Note that the Commission will not review letters of recommendation, transcripts, performance evaluations, etc. because these items are not relevant to the accuracy of the information disclosed on the background questionnaire.

You will be notified in writing of the Commission's decision. If you are reinstated to the testing process, you will be scheduled for the next available test date and will receive details in a separate letter.

To do with my life at that time and I had not thought of becoming a police officer at that time. Other than this one screw up, I think that I meet the standards for becoming a Columbus Police Officer. I recently just got my Dive Master Certification in hopes of joining the Dive Team. After I had been an Officer for 2 years, I am hoping to train into the S.W.A.T division and continue on doing that job.

I have my degree in Computer Networking, and I made it into, in what is my opinion, the hardest branch in the military as far as standards go, the Air Force. I tried out for Combat Control or CCT in The Air Force Special Operations. I did not make it in the pipeline and chose to get out. I do not have a dishonorable discharge; just a general discharge. I sincerely hope this one decision in my life does not affect my chances with the CPD.

REGULAR MEETING

July 31, 2017

Other Administrative/Jurisdictional Reviews

	1.	Monte Francis 17-CA-0008	Review of the appeal of <u>Monte Francis</u> , regarding the denied Request for Review for Parks Maintenance Worker
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**TRIAL BOARD  
RECOMMENDATIONS:**

***None Submitted***